

City Of Hitchcock

PROPOSED BUDGET

FY 2024

NOTICE ABOUT THIS BUDGET

As required by section 102.005(b) of the Texas Local Government Code, the City of Hitchcock is providing the following statement:

This budget will raise more total property taxes than last year's budget by \$_____ or _____% and that amount, \$134,998 is tax revenue to be raised from new property added to the tax roll this year.

Of the \$134,998 in added property tax revenue, \$134,998 is proposed to be used in the City's General Fund to support essential City services such as Police, Fire, Streets, Drainage, and Code Enforcement.

Total debt obligation for the City of Hitchcock secured by property taxes: \$1,028,500.

<u>TAX RATE</u>	<u>FY 2023</u>	<u>FY 2024</u>
Property Tax Rate	\$0.500000	\$0.495000
No New Revenue Tax Rate	\$0.460982	\$0.460478
Voter Approved Tax Rate	\$0.733787	\$0.855845
De Minimus Tax Rate	\$0.523346	\$0.557931
Debt Rate	\$0.009754	\$0.012625

<u>GOVERNING BODY</u>	<u>RECORDED VOTE</u>
-----------------------	----------------------

Mayor Armacost	_____
Andre Perkins – Mayor Pro Tem	_____
Mary Combs Demby	_____
Shawn Kadlecek	_____
Morris Tuck	_____

Filed with the City Secretary on July 31, 2023

**CITY OF HITCHCOCK
PROPOSED ANNUAL OPERATING & CAPITAL BUDGET**

FY 2023-2024

MAYOR

Chris Armacost

CITY COUNCIL MEMBERS

Mary Combs Demby

Council Member, District 1

Shawn Kadlecek

Council Member, District 2

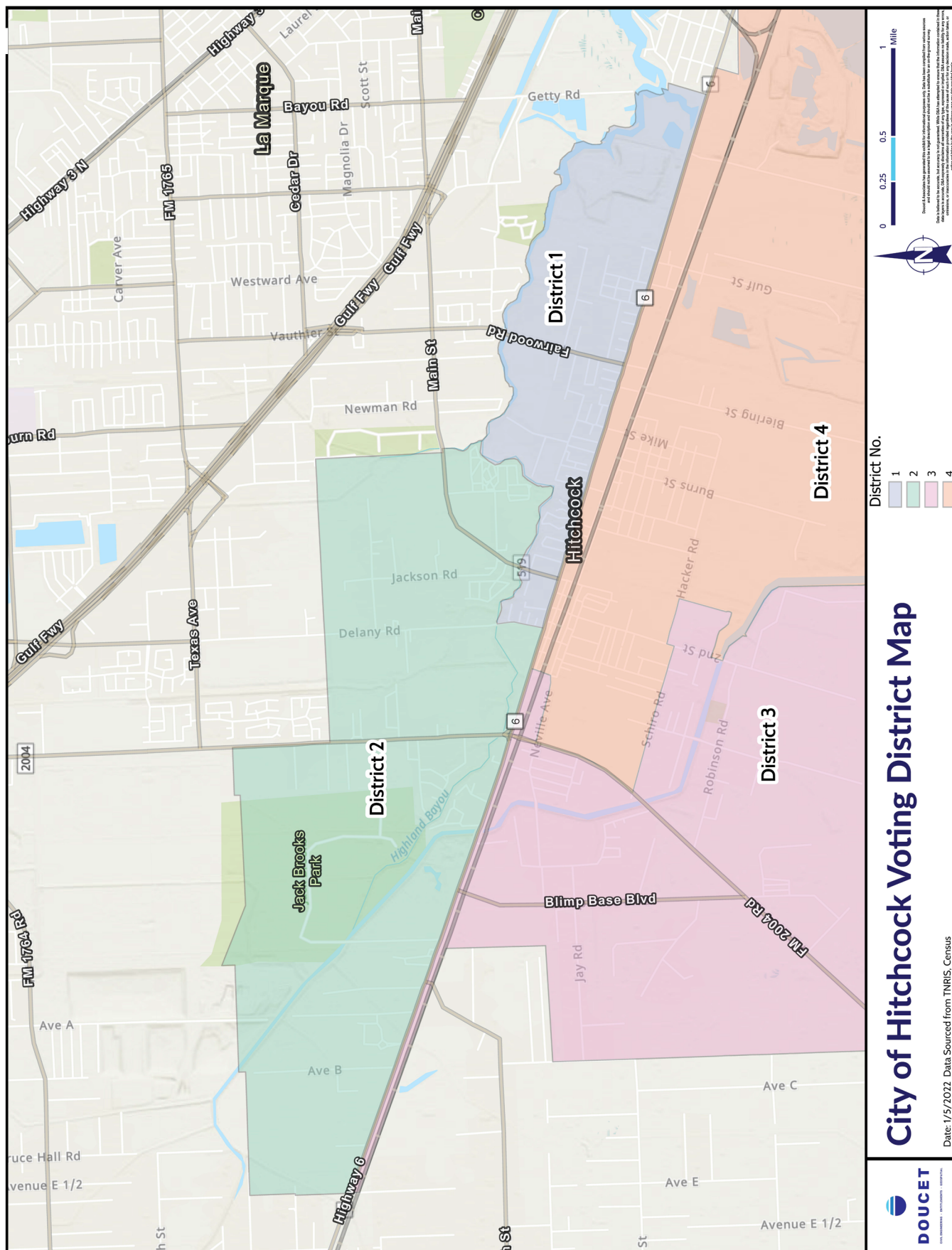
Morris Tuck

Council Member, District 3

Andre Perkins

Council Member, District 4

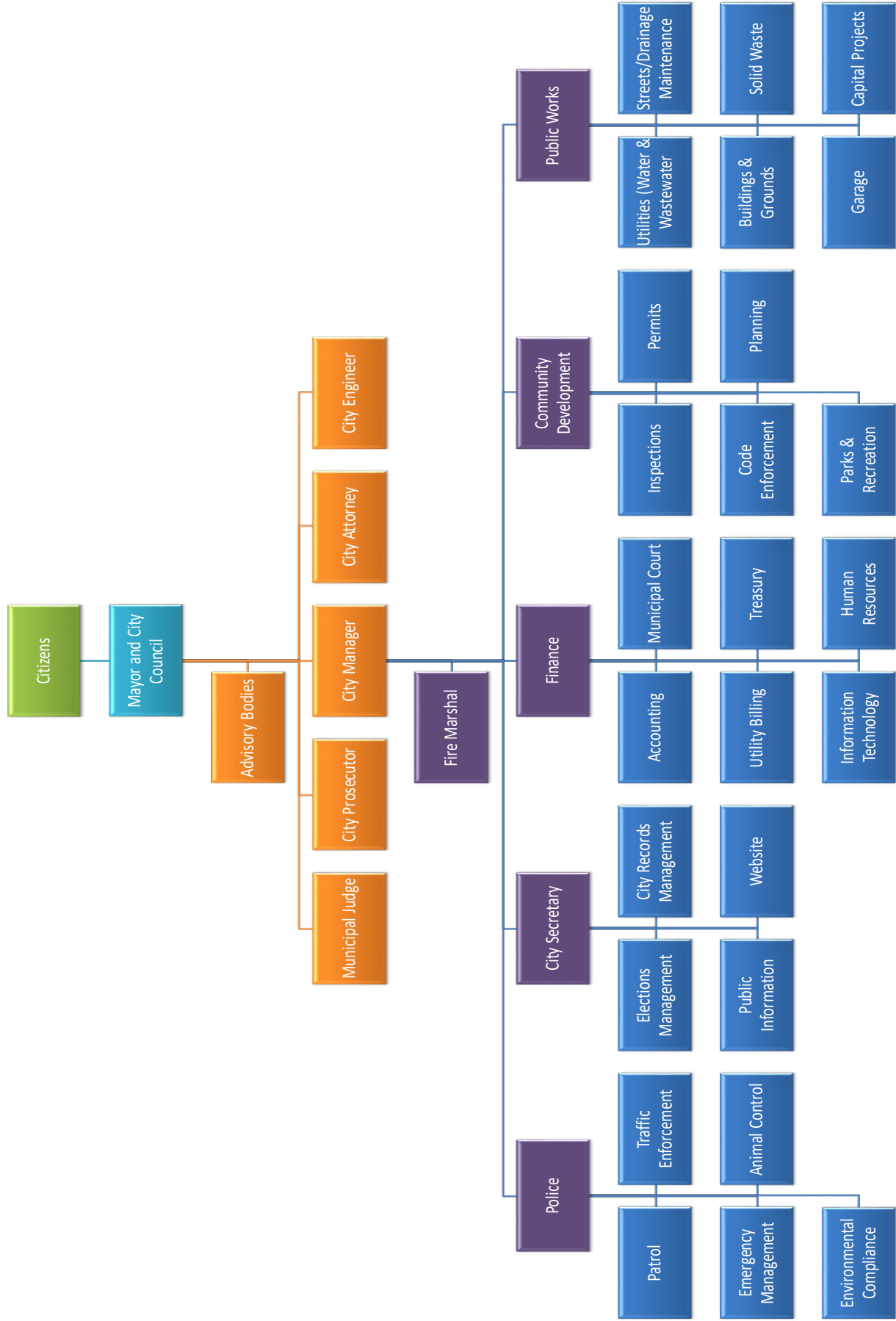
**Submitted By
Marie Gelles
City Manager**



CITY OF HITCHCOCK
EXECUTIVE TEAM 2023-2024

Marie Gelles	City Manager
Wilmon Smith	Police Chief / Emergency Management Coordinator
Debbie Nesbitt	City Secretary
Arnold J. Cross Jr.	Community Development Director
Monio Mark II	Finance Director
Darron Ray	Building Official/Fire Marshal
Leroy Thomas	Public Works Operations Manager
Miguel Delgado	Wastewater Superintendent
Ivan Robidoux	Water Superintendent
Eduardo Gonzalez	Street & Drainage Superintendent
Cynthia Smith-Rex	Code Enforcement Officer
Jacob Cooley	Garage
Kyle Dickson	City Attorney
Llarance Turner	City Engineer
Doug Rotenberry	Municipal Court Judge

FY2024 Organizational Chart



CITY OF HITCHCOCK – PERSONNEL ALLOCATION OVERVIEW

FY2024 PROPOSED Annual Operating & Capital Budget

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
GENERAL FUND					
STAFFING					
City Manager	1	1	1	1	0
City Secretary	1	1	1	1	0
Finance	3	4	4	4	0
Police	20	20	20	20	0
Community Development	6	6	6	6	0
Municipal Court	2	2	2	2	0
Garage	1	1	1	1	0
Street & Drainage	7	9	9	9	0
Total General Fund	41	44	44	44	0
UTILITY FUND					
Utility Administration	2	2	2	2	0
Water	5	6	6	6	0
Wastewater	4	6	6	6	0
Total Utility Fund	11	14	14	14	0
ECONOMIC DEVELOPEMNT					
Eeconomic Director	1	1	1	1	0
	1	1	1	1	0
Total City Staffing	53	59	59	59	0

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Office of the City Manager

City of Hitchcock
7423 Highway 6
Hitchcock, Texas 77563
(409) 986-5591

Honorable Mayor and Members of City Council
City of Hitchcock, Texas

Re: Fiscal Year 2023/2024 Annual Proposed Budget

It is my pleasure to present the City's 2023/2024 Annual Budget, for the fiscal year commencing October 1, 2023, and concluding September 30, 2024. The outlook into the next fiscal year is one of growing uncertainty as far as inflation and supply chain disruption. Rising interest rates have added an additional layer of complexity to the city's financial landscape, potentially impacting its potential for growth. This budget is balanced as required by law and meets the Council's core values of being fiscally conservative, while providing services in an effective and efficient manner.

The FY 2024 Budget addresses additional opportunities emphasizing public safety and public improvements. As the City's annual financial and spending plan, the adoption of the budget is one of the most important actions taken by the City Council. With each budget cycle the city continues to address the challenges of providing services with limited resources.

This budget is a balanced and conservative plan that repositions the City, as an organization, addressing current as well as future needs. Presently, the City needs to continue planning major public improvements to address the expectations of current and prospective residents of the City.

Every effort has been made within the Budget to allocate resources in a manner that enables the effective and sound delivery of municipal services.

I. Budget Document

This Budget continues the effort to create fiscal transparency by displaying the cost of public services and offering an overview of the revenues, expenditures/expenses, and change in fund balances of all City funds. The budget process involved an extensive review of every department's budget, line-item-by-line-item, to submit a balanced budget for your consideration. Each significant fund/department summary includes the prior year's budget, the current budget with current year's estimates, the proposed budget, and the budget change. Each department worked to find savings in its operating budgets and made recommendations for program improvements and reductions.

II. Proposed Benefit Changes

The cost to provide health insurance benefits to City employees is estimated to increase by \$72,161 for FY 2024, which is covered 100% by the City for the employee.

III. General Fund

The FY 2023/2024 Budget includes \$2,615,136 in maintenance and operations support for the General Fund from property taxes.

The FY 2023/2024 Budget is based upon the City adopting the proposed tax rate of \$0.495 cents per \$100 of assessed valuation, a decrease of 1.01% from the City's proceeding year's tax rate of \$0.50. The average taxable value of a residential homestead this year is \$204,682. If the City Council adopts the proposed tax rate of \$0.495 per \$100 of taxable value, the amount of tax imposed on the average homestead would be \$1,013.78, which equates to a daily cost per capita of \$2.78 for city services.

A portion of the City's property tax rate is dedicated to the debt service fund to pay for the issuance of certificates of obligation debt associated with the remodeling of an existing building for a new City Hall/Municipal Court building and parking lot later this year. The FY 2023 debt service rate is \$0.012625/\$100 of taxable value.

The General Fund revenues and expenditures for FY 2023/2024 are projected to increase. General Fund revenues projected for the next fiscal year are \$6,722,980 - an increase of .16% with expenditures of \$7,172,532, which includes \$38,132 in fund balance transfers to other funds. The projected General Fund balance at the end of FY 2023/2024 is estimated to decrease to \$5,322,729.

General Fund Highlights:

Allocations include the following:

- \$440,000 for street maintenance
- \$150,000 for drainage improvements
- \$103,574 for mid-size excavator and trailer
- \$97,200 for the contribution to the library
- \$105,361 for the EMS Services contract
- \$92,400 for the Volunteer Fire Department
- \$84,000 for accessories & cameras for 5 new leased police departments vehicles (Enterprise)
- \$78,227 for the annual lease payment for street & drainage equipment
- \$63,516 for lease payment of 5 new police department vehicles (Government Capital)
- \$54,743 for cost increase in health care premiums
- \$52,339 for the annual lease payment for police vehicles and equipment purchased in FY2020
- \$40,000 for streetlights
- \$38,132 for TDEM generator grant match
- \$35,000 for abatement of substandard properties
- \$30,000 for five additional flock cameras
- \$27,200 for creation of downtown district zoning
- \$25,000 for Parks Plan
- \$19,035 for summer intern program
- \$16,514 for the annual lease payment for two (2) utility vehicles through the Enterprise Vehicle Lease Program
- \$15,000 for replacement of handheld & in-car radios for the police department

IV. Utility Fund

In the second year of the utility rate increase, based on the rate study completed in September 2022, the City's Utility Fund anticipates projected revenues and expenses of \$5,996,010 and \$6,263,593 for FY 2023/2024. This rate increase allows the city to maintain its investment in vital water and wastewater infrastructure.

The increased utility rates will support the funding required for various essential projects. Notably, it will continue to cover the amended contract with Gulf Coast Water Authority (GCWA), securing an additional 0.500 MGD of surface water capacity from GCWA's Thomas Mackey Water Treatment Plant, ensuring a stable water supply for the city's future needs. This amendment was executed in May 2022 and has proved crucial for the community.

Additionally, the utility rate increase will contribute to the debt service payment of \$975,535, associated with the performance-based contract approved last fiscal year for \$12 million. This contract focuses on significant projects, including the replacement of water meters and enhancements to the Wastewater Treatment Plant.

Overall, the second year of the utility rate increase empowers the city to sustain and improve its water and wastewater infrastructure while meeting the financial demands of crucial contracts and projects. Through these investments, the city is ensuring reliable utility services and securing a resilient and thriving future for its residents and businesses.

Utility Fund Highlights:

Allocations include the following:

- \$975,535 for the debt service payment on certain improvements including the systemwide replacement of the water meters and removal of aeration basin material
- \$774,979 for GCWA water purchase
- \$230,000 for Inflow & Infiltration Smoke Testing Phase 3
- \$195,000 for Water Master Plan
- \$160,080 for TDEM grant match generators wastewater facilities
- \$115,000 for Inflow & Infiltration sewer repairs
- \$101,815 for Government Capital Debt Service payments
- \$100,000 for wastewater treatment plant maintenance
- \$100,000 for Lift station maintenance
- \$100,000 for rental of a belt press at wastewater treatment plant
- \$100,000 for water line replacement
- \$91,275 for GCWA Shannon pump station project
- \$59,410 for Enterprise vehicle lease
- \$50,000 for CDBG 2023/24 grant match
- \$49,084 for TDEM grant match generators (Water)
- \$35,000 for Neville plant storage building upgrades
- \$28,400 for utility rate study
- \$25,000 for manhole restoration
- \$17,418 for cost increase in health care premiums

V. Developing the City's First Five-Year Financial Forecast

Looking ahead, our objective is to develop the City's first five-year financial forecast. This strategic objective aims to provide a comprehensive outlook into the City's financial position over the next five years, taking into account the challenges and opportunities presented by economic fluctuations, emerging trends, and evolving community needs.

The development of this financial forecast is driven by our commitment to long-term fiscal sustainability and responsible planning. By proactively anticipating potential financial risks and aligning resources with the City's strategic priorities, we can ensure a resilient and thriving future for our community.

The five-year financial forecast will serve as a guiding tool for the City Council and management to make informed decisions on budget allocations, resource management, and capital investments. Through collaboration and data-driven analysis, we will identify opportunities to enhance service delivery, address infrastructure requirements, and optimize our financial resources for the benefit of our community.

In closing, I want to thank each of the members of the City Council for their budget guidance and input, as well as the executive team that contributed towards the development of the FY 2023/2024 Annual Budget. I also want to extend special compliments to Ruth Ann Sandino and Debbie Nesbitt for their contribution to compiling the budget document, and to Kendall McCardell, our intern, for the creation of the budget cover. We believe that this proposed budget is realistic, attainable, and cost-effectively meets the existing level of service which we have been directed to provide and which our citizens expect. The budget will be monitored closely. The performance of revenues and compliance with appropriation limits, with monthly reports provided to management and monitored by all departmental directors, will occur.

Respectfully submitted,



Marie Gelles
City Manager

CITY OF HITCHCOCK
PROPERTY TAX RATES

<u>TAX YEAR</u>	<u>FISCAL YEAR</u>	<u>TOTAL RATE</u>	<u>M&O RATE</u>	<u>I&S RATE</u>
2001	2002	0.567000	0.314200	0.252800
2002	2003	0.568400	0.328400	0.240000
2003	2004	0.581380	0.361160	0.220220
2004	2005	0.538900	0.343100	0.195800
2005	2006	0.534560	0.348735	0.185822
2006	2007	0.555050	0.375140	0.179910
2007	2008	0.511080	0.395350	0.115730
2008	2009	0.473230	0.370792	0.102438
2009	2010	0.473230	0.325910	0.147320
2010	2011	0.472290	0.335698	0.136597
2011	2012	0.396461	0.396461	0.000000
2012	2013	0.396105	0.396105	0.000000
2013	2014	0.413202	0.413202	0.000000
2014	2015	0.413202	0.413202	0.000000
2015	2016	0.413202	0.413202	0.000000
2016	2017	0.413202	0.413202	0.000000
2017	2018	0.500000	0.500000	0.000000
2018	2019	0.500000	0.500000	0.000000
2019	2020	0.585000	0.585000	0.000000
2020	2021	0.550131	0.550131	0.000000
2021	2022	0.530000	0.502511	0.027489
2022	2023	0.500000	0.490246	0.009754
2023	2024	0.495000	0.497066	0.012625

ALL FUNDS SUMMARY

CITY OF HITCHCOCK – ALL FUND BUDGET SUMMARY

All Fund Budget Summary

FY 2024 Proposed Budget

	GENERAL FUND	UTILITY FUND	POLICE TRAINING	DRUG FORFEITURE	POLICE DONATIONS	COURT SECURITY	COURT TECH	TRUANCY FUND	JURY FUND
BEGINNING BALANCE	\$ 5,772,281	\$ 2,275,192	\$ 2,047	\$ 4,639	\$ 621	\$ 14,270	\$ 10,455	\$ 21,194	\$ 448
REVENUE	6,457,104	5,996,010	-	-	-	5,000	4,800	40	131
TRANSFERS IN	160,737	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE	12,390,122	8,271,202	2,047	4,639	621	19,270	15,255	21,234	579
APPROPRIATIONS	7,172,532	6,263,593	2,047	4,639	621	19,270	15,255	-	579
TRANSFER OUT	-	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 5,217,590	\$ 2,007,609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,234	\$ -
	PARK FUND 208	TIRZ FUND 602	HEDC FUND 601	HGAC MIT MOD FUND 222	CDBG MIT FUND 213	ARP FUND 216	2021 CO'S FUND 301	Opioid Fund 223	TDA FUND 219
BEGINNING BALANCE	\$ 5,273	\$ 259,425	\$ 721,456	\$ -	\$ 36,350	\$ 1,804,476	\$ 45,612	\$ 9,069	\$ 357,500
REVENUE	-	697,323	380,100	3,864,200	2,469,729	-	65,693	46	-
TRANSFERS IN	-	-	-	-	-	-	-	-	-
TOTAL FUNDS AVAILABLE	5,273	956,748	1,101,556	3,864,200	2,506,079	1,804,476	111,305	9,115	357,500
APPROPRIATIONS	5,273	521,110	866,953	3,864,200	2,506,079	1,804,476	80,531	9,115	357,500
TRANSFERS OUT	-	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ 435,638	\$ 234,603	\$ -	\$ -	\$ -	\$ 30,774	\$ -	\$ -
	HEDC CONST. FUND 604	TIRZ RESERVE FUND 603	HOTEL/ MOTEL	TOTAL					
BEGINNING BALANCE	\$ -	\$ 318,000	\$ 26,373	\$ 11,684,681					
REVENUE	500,000	-	35,000	20,475,176					
TRANSFER IN	-	-	-	160,737					
TOTAL FUNDS AVAILABLE	500,000	318,000	61,373	32,320,594					
APPROPRIATIONS	500,000	33,000	40,000	24,066,773					
TRANSFERS OUT				-					
ENDING FUND BALANCE	\$ -	\$ 285,000	\$ 21,373	\$ 8,253,821					

GENERAL FUND

CITY OF HITCHCOCK – GENERAL FUND SUMMARY

FY2024 Proposed Annual Operating & Capital Budget

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
BEGINNING FUND BALANCE	6,274,415	7,228,459	7,228,459	5,772,281	(1,456,178)
REVENUE:					
SALES TAXES	1,473,769	1,488,000	1,511,275	1,569,710	81,710
PROPERTY TAXES	2,301,529	2,575,740	2,590,740	2,725,136	149,396
MUNICIPAL COURT FEES	272,570	272,500	254,479	275,500	3,000
PERMIT FEES	1,312,727	1,295,945	1,037,662	1,058,830	-237,115
OTHER REVENUE	1,047,972	919,511	1,041,786	933,067	13,556
	6,408,567	6,551,696	6,435,942	6,562,243	10,547
TRANSFERS IN	160,737	160,737	160,737	160,737	-
	6,569,304	6,712,433	6,596,679	6,722,980	10,547
TOTAL AVAILABLE REVENUES	12,843,719	13,940,892	13,825,138	12,495,261	(1,445,631)
APPROPRIATIONS:					
CITY COUNCIL	15,171	43,700	26,700	60,208	16,508
CITY ADMINISTRATION	271,556	353,851	338,114	357,137	3,286
CITY SECRETARY	129,118	169,422	150,194	174,874	5,452
LIBRARY	97,200	97,200	97,200	97,200	-
FINANCE	238,348	416,076	318,919	434,629	18,553
EMPLOYEE GROUP INSURANCE	-	-	-	-	-
INSURANCE	44,415	69,490	69,490	69,881	391
POLICE	2,074,983	2,370,385	2,272,464	2,376,507	6,122
ANIMAL CONTROL	54,991	57,982	48,702	50,720	(7,262)
EMERGENCY MANAGEMENT	-	4,000	500	4,000	-
FIRE	97,770	97,860	97,860	97,860	-
EMS	85,624	93,361	93,361	105,361	12,000
CODE COMPLIANCE	106,406	135,358	83,619	118,143	(17,215)
MUNICIPAL COURT	162,300	176,079	170,897	198,540	22,461
COMMUNITY DEVELOPMENT	207,470	266,325	248,131	261,663	(4,662)
INSPECTION SERVICES	212,003	266,297	265,995	267,388	1,091
INFORMATION TECHNOLOGY	101,399	145,725	145,725	65,418	(80,307)
STREET & DRAINAGE	1,101,312	1,862,873	1,312,512	1,697,852	(165,021)
PARKS	5,609	63,720	33,074	38,720	(25,000)
GARAGE	125,735	155,591	138,387	128,489	(27,102)
NON DEPARTMENTAL	12,106	1,283,267	1,620,135	38,132	(1,245,135)
SOLID WASTE	471,744	507,801	520,878	529,810	22,009
TOTAL APPROPRIATIONS	5,615,260	8,636,363	8,052,857	7,172,532	(1,463,831)
ENDING BALANCE	7,228,459	5,304,529	5,772,281	5,322,729	18,200

CITY OF HITCHCOCK – GENERAL FUND SUMMARY REVENUES
FY2024 PROPOSED Annual Operating & Capital Budget
Revenues

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
BEGINNING BALANCE	\$ 6,274,415	\$ 7,228,459	\$ 7,228,459	\$ 5,772,281	\$ (1,456,178)
<u>SALES TAXES</u>					
4-000-15100 GROSS RECEIPT TAX	446,584	420,000	402,395	420,000	-
4-000-11100 SALES TAX	1,011,336	1,050,000	1,093,420	1,134,110	84,110
4-000-20100 MIXED BEVERAGE SALES TAX	15,849	18,000	15,460	15,600	(2,400)
TOTAL SALES TAXES	1,473,769	1,488,000	1,511,275	1,569,710	81,710
<u>PROPERTY TAXES</u>					
4-000-10100 PROPERTY TAXES-CURRENT	2,144,513	2,480,740	2,480,740	2,509,997	29,257
4-000-10200 PROPERTY TAXES-DELINQUENT	119,743	65,000	85,000	85,000	20,000
4-000-10300 PROPERTY-PENALTY & INTEREST	37,273	30,000	25,000	25,000	(5,000)
TOTAL PROPERTY TAXES	2,301,529	2,575,740	2,590,740	2,619,997	44,257
<u>MUNICIPAL COURT FEES</u>					
4-000-30100 COURT FINES	244,437	250,000	230,635	250,000	-
4-000-30200 ARREST FEES	7,192	6,000	5,014	5,000	(1,000)
4-000-30300 WARRANT FEES	9,571	8,000	12,743	12,000	4,000
4-000-80130 DISCOUNT ON COURT	11,370	8,500	6,087	8,500	-
TOTAL MUNICIPAL COURT FEES	272,570	272,500	254,479	275,500	3,000
<u>PERMIT FEES</u>					
4-000-20110 BEER PERMITS	4,945	5,500	4,455	4,500	(1,000)
4-000-21100 BUILDING PERMITS	242,758	150,000	113,000	125,000	(25,000)
4-000-21110 ELECRITICAL PERMITS	44,275	50,000	29,268	30,000	(20,000)
4-000-21120 PLUMBING PERMITS	34,250	40,000	15,754	16,000	(24,000)
4-000-21130 FILL GRADE PERMIT	5,141	4,000	1,825	2,500	(1,500)
4-000-21150 HEATING & AC PERMITS	21,600	35,000	11,253	12,500	(22,500)
4-000-22010 BURN PERMIT-ADMINISTARTION	1,280	2,500	325	-	(2,500)
4-000-22030 FLOODPLAIN PERMIT	-	-	1,850	6,000	6,000
4-000-29010 AMUSEMENT PERMITS	920,035	973,000	829,750	829,750	(143,250)
4-000-29030 WRECKER PERMITS	9,900	9,900	9,400	9,400	(500)
4-000-29040 DRILLING PERMITS	10,000	-	5,000	-	-
4-000-29050 CULVERT PERMITS	3,235	10,000	2,360	5,000	(5,000)
4-000-29060 MOBILE HOME PERMITS	950	1,800	900	4,025	2,225
4-000-29070 2ND HAND DEALER PERMIT	350	350	330	330	(20)
4-000-29080 RV PARK SPACES PERMIT	11,495	11,495	9,975	11,675	180
4-000-29090 ALARM PERMIT/FEES	163	1,400	1,217	1,150	(250)
4-000-29500 MISCELLANEOUS PERMITS	2,350	1,000	1,000	1,000	-
TOTAL PERMIT FEES	1,312,727	1,295,945	1,037,662	1,058,830	(237,115)

CITY OF HITCHCOCK – GENERAL FUND SUMMARY REVENUES

FY2024 PROPOSED Annual Operating & Capital Budget

Revenues (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
OTHER REVENUE					
4-000-40100 GRANT FUNDS	-	52,250	52,250	-	(52,250)
4-000-52000 CREDIT CARD TRANSACTION FEE	8,433	9,600	9,600	9,600	-
4-000-60100 INTEREST INCOME	36,818	30,000	57,787	75,277	45,277
4-000-60200 INTEREST ON CD'S	1,492	3,000	1,396	2,000	(1,000)
4-000-70180 TIRZ ANNUAL ADMIN FEE	100,000	25,000	25,000	25,000	-
4-000-80110 COPIES	40	-	-	-	-
4-000-80120 TOWER RENTAL T-MOBILE LEASE	15,513	15,513	15,513	15,513	-
4-000-80170 ZONING FEES	5,889	7,500	2,525	2,750	(4,750)
4-000-80200 POLICE REPORTS	1,347	1,000	1,000	1,000	-
4-000-80210 PLAN REVIEW FEES	7,035	7,500	3,500	5,750	(1,750)
4-000-80220 LOT MOWING ENFORCEMENT	9,345	9,500	500	2,500	(7,000)
4-000-80230 PLATTING/MAPPING FEES	38,059	20,000	16,400	15,000	(5,000)
4-000-80240 SPECIAL EVENTS REVENUE	-	-	1,000	1,000	1,000
4-000-86000 GARBAGE CONTRACT REVENUES	552,953	573,583	594,832	612,677	39,094
4-000-86010 DISCOUNT ON GARBAGE TAXES	204	-	(608)	-	-
4-000-86100 AMBULANCE COLLECTIONS	123,367	125,000	122,237	125,000	-
4-000-88100 SALE OF ASSETS	15,065	15,065	-	15,000	(65)
4-000-89000 MISCELLANEOUS REVENUE	132,412	25,000	127,574	25,000	-
4-000-89100 MISCELLANEOUS REFUNDS & REIMB	-	-	11,280	-	-
4-000-39120 WORKFORCE REIMBURSEMENT	-	-	-	-	-
4-000-98100 PROCEEDS FROM LOAN	-	-	-	-	-
4-000-99000 PROCEEDS FROM FUND BALANCE	-	-	-	-	-
TOTAL OTHER REVENUE	1,047,972	919,511	1,041,786	933,067	13,556
TRANSFERS IN					
4-000-90100 TRANSFER IN/TO OTHER FUNDS	-	-	-	-	-
4-000-90501 TRANSFERS IN: UTILITY FUND	160,737	160,737	160,737	160,737	-
TOTAL TRANSFERS IN	160,737	160,737	160,737	160,737	-
TOTAL REVENUES	6,569,304	6,712,433	6,596,679	6,617,841	(94,592)
TOTAL AVAILABLE FUNDS	12,843,719	13,940,892	13,825,138	12,390,122	(1,550,770)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 Proposed Annual Operating & Capital Budget

Budget Summary – Mayor and City Council

The Mayor and City Council serves as the governing body of the City of Hitchcock and is responsible for the scope, direction, and financing of city services; establishing policies based on information provided by staff, advisory boards and commissions, and the general public; implementing policy through staff under the Mayor-Council form of government. Operating within the City Charter, the City Council appoints the City Manager, Municipal Court Judges, City Secretary, and members of the various boards and commissions. City Council consists of a Mayor, who is elected at large, and four (4) City Council members, who are elected from single-member districts, each elected for two-year terms.

City Council	Term of Office
Christopher Armacost, Mayor	May 2023
Andre Perkins, Mayor Pro Tem	May 2024
Mary Combs Demby, District 1	May 2023
Shawn Kadlecsek, District 2	May 2023
Morris Tuck, District 3	May 2024

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	900	900	900	908	8
SUPPLIES	7,771	2,200	2,200	2,200	-
PURCHASED SERVICES	500	500	500	500	-
EDUCATION & TRAINING	-	10,100	3,100	6,600	(3,500)
MISCELLANEOUS	6,000	30,000	20,000	50,000	20,000
TOTAL	15,171	43,700	26,700	60,208	16,508

CITY OF HITCHCOCK – GENERAL FUND

FY2024 Proposed Annual Operating & Capital Budget

Appropriations – Mayor and City Council

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-111-12001	SOCIAL SECURITY	-	-	-	-	-
5-111-12202	WORKERS' COMPENSATION	-	-	-	8	8
5-111-12302	CELL PHONE ALLOWANCE	900	900	900	900	-
	TOTAL PERSONNEL SERVICES	900	900	900	908	8
<u>SUPPLIES</u>						
5-111-20110	OFFICE SUPPLIES	530	1,000	1,000	1,000	-
5-111-20140	GENERAL SUPPLIES	7,241	1,200	1,200	1,200	-
	TOTAL SUPPLIES	7,771	2,200	2,200	2,200	-
<u>PURCHASED SERVICES</u>						
5-111-49410	INSURANCE BOND	500	500	500	500	-
	TOTAL PURCHASED SERVICES	500	500	500	500	-
<u>EDUCATION & TRAINING</u>						
5-111-49020	PROFESSIONAL ASSOCIATION DUES	-	100	100	100	-
5-111-49040	TRAINING/TRAVEL/PERDIEM	-	7,500	1,500	5,000	(2,500)
5-111-49100	BOARD TRAINING	-	2,500	1,500	1,500	(1,000)
	TOTAL EDUCATION & TRAINING	-	10,100	3,100	6,600	(3,500)
<u>MISCELLANEOUS</u>						
5-111-49200	CITY COUNCIL CONTINGENCY	1,000	15,000	10,000	35,000	20,000
5-111-49790	SPECIAL ACTIVITIES & PROJECTS	5,000	15,000	10,000	15,000	-
5-111-52110	PURCHASE OF REAL PROPERTY	-	-	-	-	-
	TOTAL MISCELLANEOUS	6,000	30,000	20,000	50,000	20,000
	TOTAL CITY COUNCIL	15,171	43,700	26,700	60,208	16,508

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – City Administration

The Office of the City Manager is established under the City Charter. The City Manager is appointed by the City Council and functions as the chief executive and administrative officer of the City government. The City Manager is responsible for the proper administration of all the affairs of the City and provides direction to all City departments.

Accomplishments for FY 2023:

- Completion of job classification and compensation study.
- Completion of Utility Rate Study
- Successfully completed negotiations of a forty (40) year water agreement with Gulf Coast Water Authority (GCWA) for the purchase of 500 mgd of additional water capacity.
- Received unqualified audit opinion for the FY 2021 Annual Financial Audit and Single Audit.
- Completion the systemwide replacement of existing conventional streetlights to new more energy efficient LED streetlights.
- Completed the Redistricting process and the adoption of new voting district maps revising Council member district boundaries and the reapportionment of the population in response to the 2020 Census.
- Initiated the development of Park Master Plan.
- Submission of Hazardous Mitigation Grant application.
- Creation of Gulf Coast Public Improvement District.
- Completion of Phase I of the Downtown Sidewalk grant project.

Objectives for FY 2024:

- Implementation of new pay plan.
- Complete renovation of the new City Hall building and new parking lot.
- Complete work on Wastewater Treatment Plant improvements.
- Recruit key senior management positions within the City organization including the Public Works Director and the Finance Director.
- Continue to review and update internal controls.
- Assist the City Council in the development and formulation of policies, goals, and objectives.
- Ensure a strong sustainable financial foundation for the City.

	FY 2022	FY 2023	FY 2023	FY 2024	Budget
	Actual	Adopted	Estimated	Proposed	Change
Staffing					
City Manager	1	1	1	1	0
Total	1	1	1	1	0

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	AMENDED	ESTIMATED	PROPOSED	CHANGE
PERSONNEL SERVICES	175,530	186,060	185,896	187,387	1,327
SUPPLIES	10,139	15,121	14,549	20,300	5,179
PURCHASED SERVICES	1,535	3,600	3,600	3,600	-
CONTRACTED SERVICES	56,530	65,000	65,000	65,000	-
EDUCATION & TRAINING	2,921	10,000	10,000	10,600	600
REPAIRS & MAINTENANCE	22,612	50,000	50,000	46,000	(4,000)
MISCELLANEOUS	2,289	9,070	9,069	9,250	180
CAPITAL OUTLAY	-	15,000	-	15,000	-
TOTAL	271,556	353,851	338,114	357,137	3,286

CITY OF HITCHCOCK – GENERAL FUND
FY2024 PROPOSED Annual Operating & Capital Budget
Appropriations – City Administration

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-131-11001	REGULAR SALARIES	138,757	146,003	146,003	146,003	-
5-131-12001	SOCIAL SECURITY	11,183	11,789	11,789	11,789	-
5-131-12002	RETIREMENT	9,147	10,202	10,202	10,309	107
5-131-12101	HEALTH INSURANCE	7,397	8,691	8,691	9,908	1,217
5-131-12102	DENTAL INSURANCE	318	342	342	369	27
5-131-12103	LIFE INSURANCE	355	393	393	393	-
5-131-12104	VISION INSURANCE	100	107	107	107	-
5-131-12201	UNEMPLOYMENT INSURANCE	288	43	9	9	(34)
5-131-12202	WORKERS' COMPENSATION	319	390	260	400	10
5-131-12301	CAR ALLOWANCE	6,814	7,200	7,200	7,200	-
5-131-12302	PHONE ALLOWANCE	852	900	900	900	-
	TOTAL PERSONNEL SERVICES	175,530	186,060	185,896	187,387	1,327
<u>SUPPLIES</u>						
5-131-20110	OFFICE SUPPLIES	407	1,500	1,500	1,500	-
5-131-20140	GENERAL SUPPLIES	-	300	300	300	-
5-131-20240	DUES & SUBSCRIPTIONS	2,521	1,591	1,249	2,500	909
5-131-2024X	PUBLICATIONS	-	500	250	250	(250)
5-131-20280	SMALL OFFICE EQUIPMENT	-	-	-	500	500
5-131-32000	UTILITIES EXPENSE	7,061	10,980	11,000	15,000	4,020
5-131-49311	POSTAGE/METER RENTAL	150	250	250	250	-
	TOTAL SUPPLIES	10,139	15,121	14,549	20,300	5,179
<u>PURCHASED SERVICES</u>						
5-131-49410	INSURANCE BONDS	100	100	100	100	-
5-131-32030	UTILITIES - TELECOMMUNICATION	1,435	3,500	3,500	3,500	-
	TOTAL PURCHASED SERVICES	1,535	3,600	3,600	3,600	-
<u>CONTRACTED SERVICES</u>						
5-131-31030	ENGINEERING	3,480	-	-	-	-
5-131-31910	PROFESSIONAL SERVICES	53,050	65,000	65,000	65,000	-
5-131-33120	EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
	TOTAL CONTRACTED SERVICES	56,530	65,000	65,000	65,000	-

CITY OF HITCHCOCK – GENERAL FUND
FY2024 PROPOSED Annual Operating & Capital Budget
Appropriations – City Administration (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>EDUCATION & TRAINING</u>						
5-131-49020	PROFESSIONAL ASSOC DUES/FEES	-	-	-	-	-
5-131-49030	EDUCATION/TESTING/LICENSE	-	-	-	600	600
5-131-49040	TRAINING/TRAVEL/PERDIEM	2,921	10,000	10,000	10,000	-
	TOTAL EDUCATION & TRAINING	2,921	10,000	10,000	10,600	600
<u>REPAIRS & MAINTENANCE</u>						
5-131-42030	BUILDINGS REPAIR & MAINTENANCE	22,551	50,000	50,000	40,000	(10,000)
5-131-42040	GROUNDS MAINTENANCE	61	-	-	6,000	6,000
	TOTAL REPAIRS & MAINTENANCE	22,612	50,000	50,000	46,000	(4,000)
<u>MISCELLANEOUS</u>						
5-131-49050	AWARDS & RECOGNITIONS	-	-	-	250	250
5-131-49790	SPECIAL ACTIVITIES	2,129	3,320	3,319	4,000	680
5-131-49950	MISCELLANEOUS EXPENSE	160	5,750	5,750	5,000	(750)
	TOTAL MISCELLANEOUS	2,289	9,070	9,069	9,250	180
<u>CAPITAL OUTLAY</u>						
5-131-5112Y	OFFICE FURNITURE	-	15,000	-	15,000	-
5-131-51120	EQUIPMENT	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	15,000	-	15,000	-
<u>TRANSFERS OUT</u>						
	GRANT MATCH	-	-	-	-	-
	TOTAL TRANSFER OUT	-	-	-	-	0
	TOTAL CITY ADMINISTRATION	271,556	353,851	338,114	357,137	3,286

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – City Secretary

The City Secretary is a position required by state law and is appointed by the City Council. The City Secretary coordinates the preparation of Council agenda packets and the official minutes, prepares legal notices relating to Council agendas and other City issues for publication and posting. The City Secretary attends City Council meetings, documents Council actions, certifies the authenticity of records, prepares agendas, and minutes, and maintains the City's legislative history. The City Secretary facilitates the board and commission appointment process by receiving and maintaining applications submitted by citizens for consideration by City Council. Supervises the Municipal Court.

The City Secretary coordinates with city departments to respond to requests for City records filed each year under the Texas Public Information Act. The City Secretary also maintains the official records of the city including ordinances, resolutions, contracts, deeds, easements, and other legal documents.

The City Secretary is the election official for the city and oversees the coordination of city elections with the County Election Office to ensure compliance with all City, state, and federal election laws and policies and to ensure that city elections are conducted in a fair and impartial manner.

Accomplishments for Fiscal Year 2022-2023:

- Processed appropriately 100 Public Information Act requests.
- Shred approximately 80 boxes of records that are beyond the legal retention period.
- Digitalization of permanent records.

Goals for Fiscal Year 2023-2024:

- Streaming video of City Council Meetings.
- Completion of records audit and creation of a Records Management System.
- Implement a Public Information Act management system.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
City Secretary	1	1	1	1	0
Total	1	1	1	1	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	74,715	92,535	92,247	102,298	9,763
SUPPLIES	7,039	10,220	9,278	10,250	30
PURCHASED SERVICES	40,053	42,765	29,028	53,000	10,235
CONTRACTED SERVICES	4,200	4,200	4,200	4,200	-
EDUCATION & TRAINING	3,070	1,467	1,456	1,301	(166)
TECHNOLOGY	-	14,300	13,985	-	(14,300)
REPAIRS & MAINTENANCE	-	250	-	250	-
MISCELLANEOUS	41	360	-	250	(110)
CAPITAL OUTLAY	-	3,325	-	3,325	-
TOTAL	129,118	169,422	150,194	174,874	5,452

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – City Secretary

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-132-11001	REGULAR SALARIES	58,386	72,164	72,010	80,000	7,836
5-132-11006	CERTIFICATE PAY	-	150	150	-	(150)
5-132-12001	SOCIAL SECURITY	4,381	5,493	5,470	6,120	627
5-132-12002	RETIREMENT	3,643	4,778	4,768	5,352	574
5-132-12101	HEALTH INSURANCE	7,228	9,049	9,049	9,908	859
5-132-12102	DENTAL INSURANCE	444	322	222	369	47
5-132-12103	LIFE INSURANCE	120	190	190	225	35
5-132-12104	VISION INSURANCE	99	110	110	107	(3)
5-132-12201	UNEMPLOYMENT	287	19	18	9	(10)
5-132-12202	WORKERS' COMPENSATION	127	260	260	208	(52)
	TOTAL PERSONNEL SERVICES	74,715	92,535	92,247	102,298	9,763
<u>SUPPLIES</u>						
5-132-20110	OFFICE SUPPLIES	4,540	5,000	5,000	5,000	-
5-132-20130	JANITORIAL SUPPLIES	40	500	250	500	-
5-132-20140	GENERAL SUPPLIES	647	1,000	1,000	1,000	-
5-132-20240	DUES & SUBSCRIPTIONS	1,812	2,970	2,928	3,000	30
5-132-20250	PROFESSIONAL BOOKS	-	250	-	250	-
5-132-20280	SMALL OFFICE EQUIPMENT	-	500	100	500	-
	TOTAL SUPPLIES	7,039	10,220	9,278	10,250	30
<u>PURCHASED SERVICES</u>						
5-132-20171	ELECTIONS	21,290	10,629	-	23,000	12,371
5-132-32030	UTILITIES-TELECOMMUNICATION	477	836	509	550	(286)
5-132-33510	CODIFICATION OF ORDINANCES	4,654	5,419	5,419	5,200	(219)
5-132-33520	RECORDS MANAGEMENT	1,779	10,000	10,000	10,000	-
5-132-49311	POSTAGE/METER RENTAL	752	3,000	1,500	1,500	(1,500)
5-132-49312	COPIER LEASE	10,747	11,000	11,000	11,650	650
5-132-49410	INSURANCE BOND	100	100	100	100	-
5-132-49810	CLASSIFIED ADVERTISEMENTS	254	1,781	500	1,000	(781)
	TOTAL PURCHASED SERVICES	40,053	42,765	29,028	53,000	10,235
<u>CONTRACTED SERVICES</u>						
5-132-33120	EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
5-132-33210	JANITORIAL SERVICES	4,200	4,200	4,200	4,200	-
	TOTAL CONTRACTED SERVICES	4,200	4,200	4,200	4,200	-

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – City Secretary (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
EDUCATION & TRAINING						
5-132-49020	PROFESSIONAL ASSOC DUES/FEES	100	156	145	301	145
5-132-49040	TRAINING/TRAVEL/PERDIEM	2,970	1,311	1,311	1,000	(311)
	TOTAL EDUCATION & TRAINING	3,070	1,467	1,456	1,301	(166)
TECHNOLOGY						
5-132-41030	COMPUTER SOFTWARE	-	14,300	13,985	-	(14,300)
5-132-51125	COMPUTER HARDWARE	-	-	-	-	-
	TOTAL TECHNOLOGY	-	14,300	13,985	-	(14,300)
REPAIRS & MAINTENANCE						
5-132-42010	EQUIPMENT REPAIRS & MAINT	-	250	-	250	-
	TOTAL REPAIRS & MAINTENANCE	-	250	-	250	-
MISCELLANEOUS						
5-132-49790	SPECIAL ACTIVITIES	-	310	-	-	(310)
5-132-49950	MISCELLANEOUS EXPENSE	41	50	-	250	200
	TOTAL MISCELLANEOUS	41	360	-	250	(110)
CAPITAL OUTLAY						
5-132-51120	EQUIPMENT PURCHASE	-	3,325	-	3,325	-
	TOTAL CAPITAL OUTLAY	-	3,325	-	3,325	-
	TOTAL CITY SECRETARY	129,118	169,422	150,194	174,874	5,452

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Finance

The Finance Department is responsible for management of the financial affairs of the City, and includes accounting, budgeting, revenue collections, cash management and investments, debt management, payroll, grant administration, purchasing, and fixed assets in accordance with Generally Accepted Accounting Principles, Government Accounting Standards Board Pronouncements, and other standards as required by Federal, State law and the City Charter. The Department also prepares monthly and quarterly financial reports, The Department is also responsible for Human Resources and Utility Billing.

Accomplishments for FY 2023:

- Assisted in the preparation of the annual financial audit.
- Assisted in the preparation of the Single Audit (A-133) related to various state and federal grant funds.
- Successfully transition to INCODE 10 financial management system.

Objectives for FY 2024:

- Continue to review and update internal controls.
- Development of a purchasing policy manual.
- Review and update City Personnel Policies.
- Development of an investment strategy.
- Work toward obtaining a GFOA Budget's Award Certificate
- Work toward obtaining a Platinum Certification Award by the Texas State Comptroller's Leadership Circle for financial transparency.

	FY 2022	FY 2023	FY 2023	FY 2024	Budget
Staffing	Actual	Adopted	Estimated	Proposed	Change
Finance Director	0	1	1	1	0
Accounting Manager	1	1	1	1	0
Finance Clerk	1	1	1	1	0
Utility Billing Specialist	1	1	1	1	0
Total	3	4	4	4	0

	FY 2022	FY 2023	FY 2023	FY 2024	BUDGET
	ACTUAL	AMENDED	ESTIMATED	PROPOSED	CHANGE
PERSONNEL SERVICES	170,614	310,954	214,364	334,285	23,331
SUPPLIES	1,659	3,411	2,880	5,100	1,689
PURCHASED SERVICES	4,120	7,000	7,000	7,100	100
CONTRACTED SERVICES	46,349	65,784	65,784	67,941	2,157
EDUCATION & TRAINING	649	1,600	1,600	2,715	1,115
TECHNOLOGY	14,957	24,327	24,326	16,488	(7,839)
CAPITAL OUTLAY	-	3,000	2,965	1,000	(2,000)
TOTAL	238,348	416,076	318,919	434,629	18,553

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Finance

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-141-11001	REGULAR SALARIES	129,046	237,261	161,768	250,273	13,012
5-141-11002	OVER TIME	14	500	500	1,000	500
5-141-11011	INTERN	-	-	-	-	-
5-141-12001	SOCIAL SECURITY	9,652	18,502	12,306	19,498	996
5-141-12002	RETIREMENT	8,232	15,773	10,683	17,051	1,278
5-141-12101	HEALTH INSURANCE	21,071	34,764	26,175	39,632	4,868
5-141-12102	DENTAL INSURANCE	906	1,368	1,028	1,476	108
5-141-12103	LIFE INSURANCE	316	616	383	627	11
5-141-12104	VISION INSURANCE	222	429	323	429	-
5-141-12201	UNEMPLOYMENT	864	228	38	36	(192)
5-141-12202	WORKERS' COMPENSATION	291	613	260	663	50
5-141-12301	CAR ALLOWANCE	-	900	900	3,600	2,700
	TOTAL PERSONNEL SERVICES	170,614	310,954	214,364	334,285	23,331
<u>SUPPLIES</u>						
5-141-20110	OFFICE SUPPLIES	1,158	1,780	1,780	2,000	220
5-141-20140	GENERAL SUPPLIES	282	300	300	300	-
5-141-20240	PUBLICATIONS DUES & SUBSCRIPTIC	219	300	300	300	-
5-141-20280	OFFICE FURNITURE & EQUIPMENT	-	1,031	500	2,500	1,469
	TOTAL SUPPLIES	1,659	3,411	2,880	5,100	1,689
<u>PURCHASED SERVICES</u>						
5-141-49311	POSTAGE/METER	942	2,500	2,500	2,500	-
5-141-49312	COPIER LEASE	2,387	3,800	3,800	3,800	-
5-141-49410	INSURANCE BONDS	100	100	100	200	100
5-141-49810	CLASSIFIED ADVERTISEMENTS	691	600	600	600	-
	TOTAL PURCHASED SERVICES	4,120	7,000	7,000	7,100	100
<u>CONTRACTED SERVICES</u>						
5-141-31020	AUDIT SERVICE	22,397	38,400	38,400	40,000	1,600
5-141-33015	TAX COLLECTION	1,352	1,500	1,500	1,500	-
5-141-33020	CENTRAL APPRAISAL DISTRICT	22,600	25,820	25,820	26,441	621
5-141-33120	EMPLOYEE EXAM/DRUG SCREENING	-	64	64	-	(64)
	TOTAL CONTRACTED SERVICES	46,349	65,784	65,784	67,941	2,157

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Finance (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
EDUCATION & TRAINING						
5-141-49020	PROFESSIONAL ASSOC DUES/FEES	-	600	600	715	115
5-141-49040	TRAINING/TRAVEL/PERDIEM	649	1,000	1,000	2,000	1,000
	TOTAL EDUCATION & TRAINING	649	1,600	1,600	2,715	1,115
TECHNOLOGY						
5-141-41010	SOFTWARE MAINTENANCE	14,957	22,827	22,826	16,488	(6,339)
5-141-41030	COMPUTER SOFTWARE	-	-	-	-	-
5-141-51125	COMPUTER HARDWARE	-	1,500	1,500	-	(1,500)
	TOTAL TECHNOLOGY	14,957	24,327	24,326	16,488	(7,839)
CAPITAL OUTLAY						
5-141-5112Y	OFFICE FURNITURE	-	200	200	-	(200)
5-141-51120	EQUIPMENT	-	2,800	2,765	1,000	(1,800)
	TOTAL CAPITAL OUTLAY	-	3,000	2,965	1,000	(2,000)
	TOTAL FINANCE DEPARTMENT	238,348	416,076	318,919	434,629	18,553

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Employee Group Insurance

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
CONTRACTED SERVICES					
5-993-49410 PREMIUMS	-	-	-	-	-
TOTAL CONTRACTED SERVICES	0	0	0	0	0
TOTAL EMPLOYEE GROUP INSURANCE	0	0	0	0	0

Appropriations – Insurance Expenses

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
CONTRACTED SERVICES					
5-994-49411 PROPERTY & LIABILITY	42,088	67,000	67,000	67,000	-
5-994-49413 FLOOD INSURANCE	2,327	2,490	2,490	2,881	391
	44,415	69,490	69,490	69,881	391
TOTAL INSURANCE EXPENSES	44,415	69,490	69,490	69,881	391

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Information Technology

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PURCHASED SERVICES</u>						
5-171-41060	OUTSIDE SERVICES	61,084	54,284	54,284	40,000	(14,284)
	TELECOMMUNICATIONS	-	-	-		-
	TOTAL PURCHASED SERVICES	61,084	54,284	54,284	40,000	(14,284)
<u>TECHNOLOGY</u>						
5-171-41020	WEBSITE	3,560	3,340	3,340	3,340	-
5-171-41030	COMPUTER SOFTWARE	-	-	-	-	-
5-171-51125	COMPUTER PURCHASES	36,755	88,101	88,101	22,078	(66,023)
	TOTAL TECHNOLOGY	40,315	91,441	91,441	25,418	(66,023)
TOTAL INFORMATION TECHNOLOGY		101,399	145,725	145,725	65,418	(80,307)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Police

The Hitchcock Police Department provides service to approximately 90 square miles in Galveston County. The Patrol Division provides a visible presence in the community, with the goal of crime prevention, crime reduction, traffic safety, and the promotion of overall public safety. The Criminal Investigations Division investigates incidents that occurred within the city, processes crime scenes, and follows up through prosecution with the County and District Attorney's office. The Environmental Officer is responsible for promoting the planning for adequate municipal solid waste disposal while providing recommendations to limit adverse impacts. The Records Unit receives and prepares cases for submission to the District Attorney, as well as processes open records requests and ensures documentation is complete to remain in compliance with the State of Texas Attorney General.

Accomplishments For Fiscal Year 2022-2023:

- Promoted a safe community through public education and community involvement through the events, "Coffee with a Cop", Pack a Patrol Car, and the Teen and Police Service Academy "TAPS".
- Supported Environmental coordination through functions such as e-cycle events, boat vessel recycling, and bulk trash turn in, leading to a more attractive and safe community.
- Remained fiscally responsible by researching and implementing a vehicle lease program reducing the annual budget and ensuring an updated and safe city fleet of vehicles.

Goals for Fiscal Year 2023-2024:

- To remain dedicated to officer development, by identifying and training key personnel through nationally recognized leadership development programs.
- To enhance data storage and accessibility by upgrading video and data storage to a Cloud based storage system.
- To increase department reputation by starting the application process to become a Texas Police Chief Association Recognized Agency.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Police Chief	1	1	1	1	0
Police Captain	1	1	1	1	0
Police Lieutenant	1	1	1	1	0
Police Sergeant	4	5	5	5	0
Police Officer	11	11	11	11	0
Administrative Assistant	1	1	1	1	0
Total	19	20	20	20	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	1,412,054	1,628,438	1,604,240	1,657,385	28,947
SUPPLIES	83,388	67,068	50,845	59,700	(7,368)
PURCHASED SERVICES	71,304	76,900	72,355	103,905	27,005
CONTRACTED SERVICES	245,880	279,820	271,593	282,218	2,398
EDUCATION & TRAINING	19,064	15,000	13,982	12,710	(2,290)
TECHNOLOGY	21,299	54,841	14,126	44,000	(10,841)
REPAIRS & MAINTENANCE	57,560	41,432	41,011	33,750	(7,682)
MISCELLANEOUS	1,386	1,108	1,000	1,500	392
DEBT SERVICE	100,142	52,339	52,339	52,339	-
CAPITAL OUTLAY	62,906	148,403	145,937	129,000	(19,403)
TOTAL	2,074,983	2,370,385	2,272,464	2,376,507	6,122

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Police

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES						
5-211-11001	REGULAR SALARIES	1,070,541	1,191,000	1,188,010	1,182,733	(8,267)
5-211-11002	OVERTIME	20,433	28,000	25,000	30,000	2,000
5-211-11006	CERTIFICATE PAY	8,954	12,900	11,450	13,800	900
5-211-11011	INTERN	-	3,600	3,600	3,600	-
5-211-12001	SOCIAL SECURITY	83,246	94,175	91,379	94,105	(70)
5-211-12002	RETIREMENT	68,294	81,008	81,204	82,055	1,047
5-211-12101	HEALTH INSURANCE	128,776	173,820	161,145	198,160	24,340
5-211-12102	DENTAL INSURANCE	5,534	6,840	6,328	7,380	540
5-211-12103	LIFE INSURANCE	2,433	2,909	2,873	3,035	126
5-211-12104	VISION	1,733	2,143	1,988	2,143	-
5-211-12201	UNEMPLOYMENT	5,235	1,140	360	180	(960)
5-211-12202	WORKERS' COMPENSATION	16,875	30,903	30,903	40,194	9,291
	TOTAL PERSONNEL SERVICES	1,412,054	1,628,438	1,604,240	1,657,385	28,947
SUPPLIES						
5-211-20110	OFFICE SUPPLIES	4,817	6,000	5,455	5,400	(600)
5-211-20140	GENERAL SUPPLIES	26,849	5,328	4,000	5,500	172
5-211-20180	LAW ENFORCEMENT SUPPLIES	6,872	7,500	7,500	7,500	-
5-211-20190	TRAINING SUPPLIES	57	5,000	3,000	4,500	(500)
5-211-20240	PUBLICATIONS	-	240	240	-	(240)
5-211-20250	PROFESSIONAL BOOKS	-	-	-	-	-
5-211-20260	FUEL & OIL	39,984	37,000	24,650	30,000	(7,000)
5-211-20290	PRISONER EXPENSES	-	-	-	300	300
5-211-20300	EVIDENCE ANALYSIS	-	-	-	-	-
5-211-32000	UTILITIES EXPENSE	4,809	6,000	6,000	6,500	500
5-211-49311	POSTAGE/METER RENTAL	-	-	-	-	-
	TOTAL SUPPLIES	83,388	67,068	50,845	59,700	(7,368)
PURCHASED SERVICES						
5-211-20270	UNIFORM EXPENSE	34,709	8,500	8,500	7,500	(1,000)
5-211-31910	OTHER PROFESSIONAL SERVICES	760	-	-	-	-
5-211-32030	TELECOMMUNICATIONS	7,576	8,300	8,160	8,200	(100)
5-211-32031	MCT AIRCARDS	6,248	8,300	7,750	7,800	(500)
5-211-49312	COPIER LEASE	11,181	11,500	11,500	11,500	-
5-211-49391	VEHICLE LEASE	5,441	34,911	31,056	63,516	28,605
5-211-49410	INSURANCE & BONDS	5,389	5,389	5,389	5,389	-
	TOTAL PURCHASED SERVICES	71,304	76,900	72,355	103,905	27,005

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Police (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-211-33110	BACKGROUND INQUIRY FEE	2,173	4,520	3,045	3,045	(1,475)
5-211-33120	EMPLOYEE EXAM/DRUG SCREEN	695	1,250	1,050	1,000	(250)
5-211-33210	JANITORIAL SERVICES	8,400	8,400	8,400	8,400	-
5-211-33880	DISPATCH SERVICES	204,956	230,000	226,688	240,000	10,000
5-211-42012	MAINTENANCE CONTRACT/GENERA	1,975	750	750	750	-
5-211-49610	RADIO CONNECT FEE/TOMBALL	18,741	25,000	22,000	19,123	(5,877)
5-211-49620	OSSI CONNECTION FEE	4,800	4,800	4,800	4,800	-
5-211-49630	RADIO USER FEE	4,140	5,100	4,860	5,100	-
	TOTAL CONTRACTED SERVICES	245,880	279,820	271,593	282,218	2,398
<u>EDUCATION & TRAINING</u>						
5-211-49020	PROFESSIONAL ASSOC DUES/FEES	685	1,000	710	710	(290)
5-211-49030	EDUCATION/TESTING/LICENSE	13,811	12,000	12,000	10,000	(2,000)
5-211-49040	TRAINING/TRAVEL/PERDIEM	4,568	2,000	1,272	2,000	-
	TOTAL EDUCATION & TRAINING	19,064	15,000	13,982	12,710	(2,290)
<u>TECHNOLOGY</u>						
5-211-41010	SOFTWARE MAINTENANCE	14,509	14,000	13,366	14,000	-
5-211-41030	COMPUTER SOFTWARE	-	-	-	-	-
5-211-51125	COMPUTER HARDWARE	6,790	40,841	760	30,000	(10,841)
	TOTAL TECHNOLOGY	21,299	54,841	14,126	44,000	(10,841)
<u>REPAIRS & MAINTENANCE</u>						
5-211-42010	EQUIPMENT REPAIR & MAINT	-	-	-	-	-
5-211-42020	VEHICLE REPAIRS & MAINT	38,869	29,849	29,849	25,000	(4,849)
5-211-42030	BUILDINGS REPAIR & MAINTENANCE	18,401	10,833	10,612	8,000	(2,833)
5-211-42060	RADAR MAINTENANCE & REPAIR	290	750	550	750	-
	TOTAL REPAIRS & MAINTENANCE	57,560	41,432	41,011	33,750	(7,682)
<u>MISCELLANEOUS</u>						
5-211-49950	MISCELLANEOUS EXPENSE	-	-	-	-	-
5-211-49790	SPECIAL ACTIVITIES	1,386	1,108	1,000	1,500	392
	TOTAL MISCELLANEOUS	1,386	1,108	1,000	1,500	392
<u>DEBT SERVICE</u>						
5-211-60100	DEBT SERVICE	93,679	52,339	47,413	49,001	(3,338)
5-211-60200	DEBT SERVICE INTEREST	6,463	-	4,926	3,338	3,338
	TOTAL DEBT SERVICE	100,142	52,339	52,339	52,339	0

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Police (Continued)

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>CAPITAL OUTLAY</u>					
5-211-51120 EQUIPMENT PURCHASE	62,906	47,653	47,653	45,000	(2,653)
5-211-51121 COMMUNICATION EQUIPMENT	-	48,500	47,296	-	(48,500)
5-211-58112 GRANT MATCH		52,250	50,988	-	(52,250)
5-211-60150 VEHICLE /EQUIPMENT PAYMENT	-	-	-	84,000	84,000
TOTAL CAPITAL OUTLAY	62,906	148,403	145,937	129,000	(19,403)
<u>TRANSFERS OUT</u>					
5-211-70100 TRANSFER OUT	-	5,036	5,036	-	(5,036)
TOTAL TRANSFER OUT	-	5,036	5,036	-	-5,036
TOTAL POLICE	2,074,983	2,370,385	2,272,464	2,376,507	6,122

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriation – Fire Department

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
CONTRACTED SERVICES						
5-221-33040	FIRE DEPARTMENT ASSISTANCE	93,900	93,900	93,900	93,900	-
5-221-49630	RADIO USER FEE	3,870	3,960	3,960	3,960	-
	TOTAL CONTRACTED SERVICES	97,770	97,860	97,860	97,860	-
	TOTAL FIRE DEPARTMENT	97,770	97,860	97,860	97,860	-

Appropriations – EMS Department

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
CONTRACTED SERVICES						
5-231-33045	CONTRACT EMS SERVICES	85,624	93,361	93,361	105,361	12,000
	TOTAL CONTRACTED SERVICES	85,624	93,361	93,361	105,361	12,000
	TOTAL EMS SERVICES	85,624	93,361	93,361	105,361	12,000

Appropriations – Emergency Management

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
5-241-20200	EMERGENCY SUPPLIES	-	4,000	500	4,000	-
	TOTAL EMERGENCY MANAGEMENT	-	4,000	500	4,000	-

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Municipal Court

The Municipal Court exists to administer fair and impartial justice while adhering to statutory requirements and providing exceptional customer service. The Municipal Court promotes timely disposition of cases while ensuring accuracy to promote a positive public perception of the judicial system. The Municipal Court processes citations, manages case dispositions, maintains court dockets and provides court security.

Accomplishments For Fiscal Year 2022-2023:

- Attended the annual Texas Municipal Courts Education Center educational conference.
- Continued timely reporting of monthly and quarterly reports.
- Participated in the Statewide Warrant Roundup.

Goals for Fiscal Year 2023-2024:

- Strengthen daily processes.
- Attend the annual Texas Municipal Courts Education Center educational conference.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Court Administrator	1	1	1	1	0
Deputy Court Clerk	1	1	1	1	0
Warrant Officer	2	1	1	1	0
Total	2	2	2	2	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	106,761	120,723	118,947	141,440	20,717
SUPPLIES	1,782	3,094	2,988	3,050	(44)
PURCHASED SERVICES	2,370	3,000	3,000	3,500	500
CONTRACTED SERVICES	25,800	25,200	25,200	28,200	3,000
EDUCATION & TRAINING	642	1,062	762	2,100	1,038
TECHNOLOGY	20,326	18,000	18,000	18,000	-
MISCELLANEOUS	4,619	5,000	2,000	2,250	(2,750)
CAPITAL OUTLAY					
TOTAL	162,300	176,079	170,897	198,540	22,461

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Municipal Court

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-121-11001	REGULAR SALARIES	75,975	87,542	87,517	103,033	15,491
5-121-11002	OVERTIME	97	-	-	500	500
5-121-11006	CERTIFICATE PAY	1,420	1,325	1,305	1,500	175
5-121-12001	SOCIAL SECURITY	6,484	7,952	6,820	8,035	83
5-121-12002	RETIREMENT	5,311	5,881	5,873	7,027	1,146
5-121-12101	HEALTH INSURANCE	15,577	16,561	16,039	19,816	3,255
5-121-12102	DENTAL INSURANCE	669	684	630	738	54
5-121-12103	LIFE INSURANCE	218	234	235	286	52
5-121-12104	VISION INSURANCE	210	214	198	214	-
5-121-12201	UNEMPLOYMENT	617	70	70	18	(52)
5-121-12202	WORKERS' COMPENSATION	183	260	260	273	13
	TOTAL PERSONNEL SERVICES	106,761	120,723	118,947	141,440	20,717
<u>SUPPLIES</u>						
5-121-20110	OFFICE SUPPLIES	940	988	988	1,250	262
5-121-20250	PROFESSIONAL BOOKS	-	106	-	100	(6)
5-121-49311	POSTAGE/METER RENTAL	842	2,000	2,000	1,700	(300)
	OFFICE FURNITURE & EQUIPMENT	-	-	-	-	-
	TOTAL SUPPLIES	1,782	3,094	2,988	3,050	(44)
<u>PURCHASED SERVICES</u>						
5-121-49312	COPIER LEASE	2,370	3,000	3,000	3,500	500
5-121-32030	TELECOMMUNICATIONS	-	-	-	-	-
	TOTAL PURCHASED SERVICES	2,370	3,000	3,000	3,500	500
<u>CONTRACTED SERVICES</u>						
5-121-31040	CITY PROSECUTOR	7,800	7,200	7,200	10,200	3,000
5-121-31015	MUNICIPAL COURT JUDGE	18,000	18,000	18,000	18,000	-
	TOTAL CONTRACTED SERVICES	25,800	25,200	25,200	28,200	3,000
<u>EDUCATION & TRAINING</u>						
5-121-49020	PROFESSIONAL ASSOC DUES/FEES	-	-	-	100	100
5-121-49030	EDUCATION	100	500	200	1,000	500
5-121-49040	TRAINING/TRAVEL/PERDIEM	542	562	562	1,000	438
	TOTAL EDUCATION & TRAINING	642	1,062	762	2,100	1,038

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Municipal Court (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
TECHNOLOGY						
5-121-41910	TECHNOLOGY	20,326	18,000	18,000	18,000	-
	TOTAL TECHNOLOGY	20,326	18,000	18,000	18,000	-
MISCELLANEOUS						
5-121-49950	MISCELLANEOUS EXPENSE	-	-	-	250	250
	JURY & COURT COST	-	-	-	-	-
5-121-49970	BANK FEES	4,619	5,000	2,000	2,000	(3,000)
	TOTAL MISCELLANEOUS	4,619	5,000	2,000	2,250	(2,750)
	TOTAL MUNICIPAL COURT	162,300	176,079	170,897	198,540	22,461

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Community Development

Using the Comprehensive Plan, City Ordinances and Federal Emergency Management Agency (FEMA) Floodplain requirements as guides, the Community Development Department works to effectively implement the vision of the city and develop appropriate policy and ordinance proposals for consideration/adoption by City Council. The Community Development Department manages the Planning and Zoning functions along with Floodplain management, RV Parks, Game Rooms, commercial initiatives and Mass Gathering events in the city.

Accomplishments For Fiscal Year 2022-2023:

- Hiring of a new Permit Clerk, Code Enforcement Officer, Community Development Specialist and Building Official/Fire Marshal added to team.
- Completed the FEMA Community Assistance Visit (CAV) items, met Floodplain permit requirements, and processed over 95 Floodplain permit applications.
- Created ordinance to control development of Indoor Gun Ranges in the city.
- Updated city zoning map.
- Worked with developer to progress efforts to create the Sunset Grove sub-division on Delany Rd.
- Facilitated Enchanted Trails RV Resort plat process through City Council approval.
- Created Planned Unit Development Zone Ordinance to facilitate mixed use development projects in the city.

Goals for Fiscal Year 2023-2024:

- Continue efforts to identify substantially damaged homes in the city and assure compliance with FEMA requirements to rebuild in accordance with latest code requirements.
- Application and acceptance into FEMA Community Rating System for city-wide flood insurance discounts.
- Facilitate Enchanted Trails RV Resort development efforts to start construction.
- Continue efforts to facilitate an improved animal management plan for the city.
- Finalize and implement city Drainage Policy and Streetlight Policy. Work with Public Works to finalize the Utility Service Policy.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Director	1	1	1	1	0
Specialist	1	1	1	1	0
Total	2	2	2	2	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	115,723	181,022	180,737	182,372	1,350
SUPPLIES	5,730	2,916	2,908	4,375	1,459
PURCHASED SERVICES	4,838	11,952	8,082	5,880	(6,072)
CONTRACTED SERVICES	75,823	61,985	48,427	60,000	(1,985)
EDUCATION & TRAINING	989	1,535	1,045	1,100	(435)
TECHNOLOGY	4,367	6,915	6,932	7,936	1,021
CAPITAL OUTLAY	-	-	-	-	-
TOTAL	207,470	266,325	248,131	261,663	(4,662)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 PROPOSED Annual Operating & Capital Budget
Appropriations – Community Development

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-611-11001	REGULAR SALARIES	94,100	133,634	133,634	133,634	-
5-611-11002	OVERTIME	-	8,500	8,500	250	(8,250)
5-611-11011	INTERN	-	3,600	3,600	3,600	-
5-611-12001	SOCIAL SECURITY	7,459	11,424	11,424	10,793	(631)
5-611-12002	RETIREMENT	6,234	9,811	9,811	9,198	(613)
5-611-12101	HEALTH INSURANCE	3,433	8,840	8,838	19,816	10,976
5-611-12102	DENTAL INSURANCE	323	684	684	738	54
5-611-12103	LIFE INSURANCE	162	244	244	246	2
5-611-12104	VISION INSURANCE	46	214	109	214	-
5-611-12701	UNEMPLOYMENT	297	114	28	18	(96)
5-611-12202	WORKERS' COMPENSATION	262	357	265	265	(92)
5-611-12301	CAR ALLOWANCE	3,407	3,600	3,600	3,600	-
	TOTAL PERSONNEL SERVICES	115,723	181,022	180,737	182,372	1,350
<u>SUPPLIES</u>						
5-611-20110	OFFICE SUPPLIES	2,328	491	491	1,000	509
5-611-20120	POSTAGE	194	2,250	2,250	2,000	(250)
5-611-20140	GENERAL SUPPLIES	3,208	-	-	1,000	1,000
5-611-20250	PROFESSIONAL BOOKS	-	-	-	250	250
5-611-20270	UNIFORMS	-	175	167	125	(50)
	TOTAL SUPPLIES	5,730	2,916	2,908	4,375	1,459
<u>PURCHASED SERVICES</u>						
5-611-20220	MAPPING & PLAT FILING	1,591	3,500	1,500	2,000	(1,500)
5-611-32030	TELECOMMUNICATIONS	1,483	5,952	4,832	1,880	(4,072)
5-611-49810	CLASSIFIED ADVERTISEMENTS	1,764	2,500	1,750	2,000	(500)
	TOTAL PURCHASED SERVICES	4,838	11,952	8,082	5,880	(6,072)
<u>CONTRACTED SERVICES</u>						
5-611-31010	LEGAL FEES	20,648	16,000	15,927	15,000	(1,000)
5-611-31030	ENGINEERING	55,138	45,985	32,500	45,000	(985)
5-611-33120	EMPLOYEE EXAM/DRUG SCREEN	37	-	-	-	-
	TOTAL CONTRACTED SERVICES	75,823	61,985	48,427	60,000	(1,985)
<u>EDUCATION & TRAINING</u>						
5-611-49020	PROFESSIONAL ASSOC DUES/FEES	50	250	50	100	(150)
5-611-49030	EDUCATION/TESTING/LICENSE	775	685	645	500	(185)
5-611-49040	TRAINING/TRAVEL/PERDIEM	164	600	350	500	(100)
	TOTAL EDUCATION & TRAINING	989	1,535	1,045	1,100	(435)

CITY OF HITCHCOCK – GENERAL FUND
FY2024 PROPOSED Annual Operating & Capital Budget
Appropriations – Community Development (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
TECHNOLOGY						
5-611-41030	COMPUTER SOFTWARE	4,367	6,915	6,932	7,936	1,021
5-611-51125	COMPUTER HARDWARE	-	-	-	-	-
	TOTAL TECHNOLOGY	4,367	6,915	6,932	7,936	1,021
	TOTAL COMMUNITY DEVELOPMENT	207,470	266,325	248,131	261,663	(4,662)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Code Compliance

The Code Compliance Division manages citizen outreach, education and enforcement activities throughout the city. Communicates with residents and contractors to ensure understanding of city code requirements. Researches the broad range of city codes and works to ensure compliance and consistency. Works with the city Delinquent Tax Attorney and Galveston County tax records to locate property owners and recover funds owed to the city.

Accomplishments For Fiscal Year 2022-2023:

- Improved the documentation of over 700 open and active cases involving dilapidated structures and sub-standard property maintenance situations.
- Increased focus on abatement of blighted properties in the city.
- Filed liens to recover abatement expenses from property owners.
- Significantly improved the appearance of the city by removing non-permitted signs.
- Identified numerous unacceptable animal-related situations and instituted corrective actions.

Goals for Fiscal Year 2023-2024:

- Constitute the Building Standards Commission to facilitate the process of abating substandard structures.
- Continue to identify and address substandard properties and candidates for abatement.
- Increase focus on junk vehicles and trash violations on properties to improve the appearance of the city.
- Update and assure compliance to ordinance and Ameriwest contract terms controlling roadside debris and disposal.
- Review and update the city animal management practices and ordinances.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Code Compliance Officer	1	1	1	1	0
Total	1	1	1	1	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	55,300	76,227	74,232	76,016	(211)
SUPPLIES	3,166	6,175	4,925	5,125	(1,050)
PURCHASED SERVICES	1,459	1,035	579	590	(445)
CONTRACTED SERVICES	45,473	51,037	3,500	36,037	(15,000)
EDUCATION & TRAINING	225	551	75	125	(426)
REPAIRS & MAINTENANCE	783	333	308	250	(83)
TOTAL	106,406	135,358	83,619	118,143	(17,215)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Code Compliance

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-151-11001	REGULAR SALARIES	43,423	56,697	56,697	56,697	-
5-151-11002	OVERTIME	-	1,700	100	500	(1,200)
5-151-11006	CERTIFICATE PAY	25	-		-	-
5-151-12001	SOCIAL SECURITY	2,896	4,467	4,337	4,376	(91)
5-151-12002	RETIREMENT	2,806	3,866	3,725	3,826	(40)
5-151-12101	HEALTH INSURANCE	5,415	8,691	8,691	9,908	1,217
5-151-12102	DENTAL INSURANCE	233	342	342	369	27
5-151-12103	LIFE INSURANCE	84	152	152	152	-
5-151-12104	VISION	73	107	107	107	-
5-151-12201	UNEMPLOYMENT	230	57	9	9	(48)
5-151-12202	WORKERS' COMPENSATION	115	148	72	72	(76)
	TOTAL PERSONNEL SERVICES	55,300	76,227	74,232	76,016	(211)
<u>SUPPLIES</u>						
5-151-20110	OFFICE SUPPLIES	124	900	400	500	(400)
5-151-20140	GENERAL SUPPLIES	-	500	125	250	(250)
5-151-20210	FIRE PREVENTION	2,000	2,000	2,000	2,000	-
5-151-20250	PROFESSIONAL BOOKS	-	250	-	250	-
5-151-20260	FUEL & OIL	922	2,400	2,400	2,000	(400)
5-151-20270	UNIFORMS	120	125	-	125	-
	TOTAL SUPPLIES	3,166	6,175	4,925	5,125	(1,050)
<u>PURCHASED SERVICES</u>						
5-151-32030	TELECOMMUNICATIONS	1,459	1,035	579	590	(445)
	TOTAL PURCHASED SERVICES	1,459	1,035	579	590	(445)
<u>CONTRACTED SERVICES</u>						
5-151-31910	PROFESSIONAL SERVICES	12,630	-	-	-	-
5-151-33120	EMPLOYEE EXAM/DRUG SCREEN	37	37	-	37	-
5-151-49311	POSTAGE/METER RENTAL	258	1,000	1,000	1,000	-
5-151-49760	ABATEMENT OF PROPERTIES	32,548	50,000	2,500	35,000	(15,000)
	TOTAL CONTRACTED SERVICES	45,473	51,037	3,500	36,037	(15,000)
<u>EDUCATION & TRAINING</u>						
5-151-49030	EDUCATION/TESTING/LICENSE	75	225	75	75	(150)
5-151-49040	TRAINING/TRAVEL/PERDIEM	150	326	-	50	(276)
	TOTAL EDUCATION & TRAINING	225	551	75	125	(426)
<u>REPAIRS & MAINTENANCE</u>						
5-151-42020	M/R VEHICLES & EQUIPMENT	783	333	308	250	(83)
	TOTAL REPAIRS & MAINTENANCE	783	333	308	250	(83)
	TOTAL CODE COMPLIANCE	106,406	135,358	83,619	118,143	(17,215)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriation – Animal Control

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
CONTRACTED SERVICES						
5-411-33030	CONTRACT-RABIES CONTROL	23,691	24,534	18,917	16,223	(8,311)
5-411-33035	CONTRACT-KENNELS	31,300	33,448	29,785	34,497	1,049
TOTAL CONTRACTED SERVICES		54,991	57,982	48,702	50,720	(7,262)
TOTAL ANIMAL CONTROL		54,991	57,982	48,702	50,720	(7,262)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Community Development - Inspection Department

The Permits and Inspections Division is comprised of the Building Official, Permits, Inspections and Office of the Fire Marshal. Inspection division duties include issuing city permits, conducting construction inspections, assuring compliance to appropriate building codes, conducting fire, life, safety inspections and issuing certificates of occupancy. These activities are all designed to assure development within the city is conducted in such manner as to assure an orderly process and protect public health and safety. The City Fire Marshal is responsible for approving the issuance of burn permits and authorizing burn bans should conditions warrant. The Fire Marshal also acts as the city liaison with the Hitchcock Fire Department and leads fire investigation efforts.

Accomplishments For Fiscal Year 2022-2023:

- Successfully completed occupancy permits for 90 homes at the Oaks at Hitchcock development. Development opened for residents on April 1, 2022.
- Completed permits and construction has started on Swifgo gas station/c-store/Sonic on FM 2004.
- Completed upgrade to the i-Worqs electronic permit submission and management process.
- Integrated the Office of Fire Marshal into the division to improve overall response to Fire, Life, Safety inspection requests and issuance of Certificates of Occupancy.

Goals for Fiscal Year 2023-2024:

- Complete review and modification of the permit process to assure accurate capture of all fees and agreement between i-Worqs and InCode financial data.
- Finalize all permits for the First American Homes development on Mecom Way.
- Continue permit process for build out of Castlerock homes at Parkview Estates off Schiro
- Facilitate permit process for Trails End at Highland Bayou on Terrebonne.
- Review and identify building code situations in city ordinances that require update and corrections
- Create new Hazardous Material incident management process through Office of the Fire Marshal

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Fire Marshal/Building Official	1	1	1	1	0
Building Inspector	1	1	1	1	0
Permit Clerk	1	1	1	1	0
Total	3	3	3	3	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	158,164	242,668	242,454	249,538	6,870
SUPPLIES	8,906	2,781	2,781	4,850	2,069
PURCHASED SERVICES	1,209	2,523	2,523	2,500	(23)
CONTRACTED SERVICES	74	7,430	7,427	1,500	(5,930)
EDUCATION & TRAINING	447	2,400	2,326	1,500	(900)
REPAIRS & MAINTENANCE	340	4,875	4,873	7,500	2,625
CAPITAL OUTLAY	42,863	3,620	3,611	-	(3,620)
TOTAL	212,003	266,297	265,995	267,388	1,091

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Community Development - Inspection Department

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-251-11001	REGULAR SALARIES	123,808	184,731	184,731	184,731	-
5-251-11002	OVERTIME	-	2,710	2,710	5,000	2,290
5-251-12001	SOCIAL SECURITY	9,461	14,285	14,342	14,514	229
5-251-12002	RETIREMENT	7,876	12,362	12,318	12,693	331
5-251-12101	HEALTH	14,924	26,072	26,072	29,724	3,652
5-251-12102	DENTAL	641	1,025	1,025	1,107	82
5-251-12103	LIFE	273	501	501	497	(4)
5-251-12104	VISION	201	321	321	321	-
5-251-12201	UNEMPLOYMENT	475	171	27	27	(144)
5-251-12202	WORKER'S COMPENSATION	407	490	407	924	434
5-251-12301	CAR ALLOWANCE	98	-	-	-	-
	TOTAL PERSONNEL SERVICES	158,164	242,668	242,454	249,538	6,870
<u>SUPPLIES</u>						
5-251-20110	OFFICE SUPPLIES	3,646	700	700	750	50
5-251-20250	PROFESSIONAL BOOKS	224	-	-	300	300
5-251-20260	FUEL & OIL	1,257	1,510	1,510	2,500	990
5-251-20270	UNIFORM	3,779	-	-	500	500
5-251-49311	POSTAGE/METER RENTAL	-	571	571	800	229
	TOTAL SUPPLIES	8,906	2,781	2,781	4,850	2,069
<u>PURCHASED SERVICES</u>						
5-251-49391	EQUIPMENT LEASE -COPIER	-	-	-	-	-
5-251-32030	TELECOMMUNICATIONS	1,209	2,523	2,523	2,500	(23)
	TOTAL PURCHASED SERVICES	1,209	2,523	2,523	2,500	(23)
<u>CONTRACTED SERVICES</u>						
5-251-33120	EMPLOYEE EXAM/DRUG SCREEN	74	-	-	-	-
5-251-33850	INSPECTION SERVICES	-	7,430	7,427	1,500	(5,930)
	TOTAL CONTRACTED SERVICES	74	7,430	7,427	1,500	(5,930)
<u>EDUCATION & TRAINING</u>						
5-251-49030	EDUCATION/TEST/LICENSE	447	1,750	1,701	1,000	(750)
5-251-49040	TRAINING/TRAVEL/PERDIEM	-	650	625	500	(150)
	TOTAL EDUCATION & TRAINING	447	2,400	2,326	1,500	(900)
<u>REPAIRS & MAINTENANCE</u>						
5-251-42020	VEHICLE REPAIRS & MAINT	340	4,875	4,873	7,500	2,625
	TOTAL REPAIRS & MAINTENANCE	340	4,875	4,873	7,500	2,625
<u>CAPITAL OUTLAY</u>						
5-251-51120	EQUIPMENT PURCHASE	-	3,620	3,611	-	(3,620)
5-251-51122	VEHICLE PURCHASE	42,863	-	-	-	-
	TOTAL CAPITAL OUTLAY	42,863	3,620	3,611	-	(3,620)
	TOTAL INSPECTION DEPARTMENT	212,003	266,297	265,995	267,388	1,091

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Library

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-511-33010	CONTRACT	97,200	97,200	97,200	97,200	-
TOTAL CONTRACTED SERVICES		97,200	97,200	97,200	97,200	0

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Parks

The Parks division is responsible for maintaining all city owned parks.

Accomplishments For Fiscal Year 2022-2023:

- Completed development of a Park Plan Master Plan.

Goals for Fiscal Year 2023-2024:

- Apply for grants for future park improvements and development.

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
SUPPLIES	5,609	13,720	8,074	13,720	-
CONTRACTED SERVICES	-	50,000	25,000	25,000	(25,000)
TOTAL	5,609	63,720	33,074	38,720	(25,000)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Parks

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-521-31910	PROFESSIONAL SERVICES	-	50,000	25,000	25,000	(25,000)
	TOTAL CONTRACTED SERVICES	-	50,000	25,000	25,000	(25,000)
<u>SUPPLIES</u>						
5-521-20140	MATERIALS & SUPPLIES	-	5,000	-	5,000	-
5-521-32000	UTILITIES	5,609	8,720	8,074	8,720	-
	TOTAL SUPPLIES	5,609	13,720	8,074	13,720	-
<u>CAPITAL OUTLAY</u>						
5-521-58112	GRANT MATCH	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
	TOTAL PARKS	5,609	63,720	33,074	38,720	(25,000)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Public Works: Streets & Drainage

The Street and Drainage division is responsible for the maintenance of 72 square miles of road, and road rights-of-way. This division also maintains the grounds at all city facilities, city properties and park sites. This division is responsible for the maintenance of all roadside ditches and major city drainage arteries.

Accomplishments For Fiscal Year 2022-2023:

- Completed grant funded Drainage improvement on Hacker Rd. and Basford Bayou.
- Completed Cow Gulley Drainage Restoration project.
- Completed Biering Road Drainage project.
- Completed Center Street Drainage project.
- Completed downtown sidewalk grant funded project.
- Completed Mike Street Road rehabilitation from Hwy. 6 to North Railroad.
- Completed the citywide installation of new street signs.

Goals for Fiscal Year 2023-2024:

- North and South Railroad Road overlay and reconstruction.
- Highland/Pecan Park Drainage rehabilitation project.
- Texas Department of Transportation (TXDOT) grant funded Sidewalk Project.
- Purchase of new heated oiler tank for street repairs.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Supervisor	1	1	1	1	0
Street and Drainage Worker	4	4	4	4	0
Equipment Operator	2.5	4	4	4	0
Total	7.5	9	9	9	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	366,808	559,015	493,292	580,002	20,987
SUPPLIES	106,754	112,378	100,550	109,250	(3,128)
PURCHASED SERVICES	5,247	31,330	10,656	28,300	(3,030)
CONTRACTED SERVICES	27,751	27,172	26,207	28,430	1,258
EDUCATION & TRAINING	268	1,000	816	1,000	-
REPAIRS & MAINTENANCE	348,738	963,528	520,735	749,000	(214,528)
TECHNOLOGY	764	6,793	6,763	5,069	(1,724)
MISCELLANEOUS	36,238	22,743	14,743	15,000	(7,743)
DEBT SERVICE	78,337	78,391	78,227	78,227	(164)
CAPITAL OUTLAY	130,407	60,523	60,523	103,574	43,051
TOTAL	1,101,312	1,862,873	1,312,512	1,697,852	(165,021)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Public Works: Streets & Drainage

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-311-11001	REGULAR SALARIES	266,865	400,983	352,354	403,336	2,353
5-311-11002	OVERTIME	998	4,000	4,000	4,000	-
5-311-11011	SEASONAL	8,844	7,200	3,600	-	(7,200)
5-311-12001	SOCIAL SECURITY	21,150	31,425	27,488	31,161	(264)
5-311-12002	RETIREMENT	16,550	26,717	23,721	27,251	534
5-311-12101	HEALTH INSURANCE	34,674	69,527	63,807	89,172	19,645
5-311-12102	DENTAL INSURANCE	1,533	2,735	2,506	3,320	585
5-311-12103	LIFE INSURANCE	637	1,064	921	1,098	34
5-311-12104	VISION	581	964	866	964	-
5-311-12201	UNEMPLOYMENT TAX	1,680	513	142	81	(432)
5-311-12202	WORKERS' COMPENSATION	13,296	13,887	13,887	19,619	5,732
	TOTAL PERSONNEL SERVICES	366,808	559,015	493,292	580,002	20,987
<u>SUPPLIES</u>						
5-311-20110	OFFICE SUPPLIES	142	270	270	250	(20)
5-311-20140	GENERAL SUPPLIES	1,673	2,345	2,345	2,500	155
5-311-20160	CHEMICALS	-	-	-	-	-
5-311-20260	FUEL & OIL	58,094	56,763	56,763	60,000	3,237
5-311-20280	SMALL TOOLS	2,095	-	-	-	-
5-311-32000	UTILITIES EXPENSE	3,326	8,000	5,126	6,500	(1,500)
5-311-32021	STREET LIGHTS	41,424	45,000	36,046	40,000	(5,000)
	TOTAL SUPPLIES	106,754	112,378	100,550	109,250	(3,128)
<u>PURCHASED SERVICES</u>						
5-311-20270	UNIFORM EXPENSE	1,303	5,286	4,000	5,286	-
5-311-32030	TELECOMMUNICATIONS	2,552	3,000	2,262	3,000	-
5-311-49390	RENTALS	1,012	4,394	4,394	3,000	(1,394)
5-311-49391	VEHICLE LEASE	-	18,223	-	16,514	(1,709)
5-311-49810	CLASSIFIED ADVERTISEMENTS	380	427	-	500	73
	TOTAL PURCHASED SERVICES	5,247	31,330	10,656	28,300	(3,030)
<u>CONTRACTED SERVICES</u>						
5-311-31030	ENGINEERING	26,863	26,000	25,155	25,000	(1,000)
5-311-33210	JANITORIAL SERVICES				2,480	2,480
5-311-33120	EMPLOYEE EXAM/DRUG SCREEN	148	222	222	100	(122)
5-311-33220	SECURITY	740	950	830	850	(100)
	TOTAL CONTRACTED SERVICES	27,751	27,172	26,207	28,430	1,258

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Public Works: Streets & Drainage (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>EDUCATION & TRAINING</u>						
5-311-49040	TRAINING/TRAVEL/PERDIEM	268	1,000	816	1,000	-
TOTAL EDUCATION & TRAINING		268	1,000	816	1,000	-
<u>REPAIRS & MAINTENANCE</u>						
5-311-42010	EQUIPMENT REPAIRS & MAINT	44,210	42,528	42,528	30,000	(12,528)
5-311-42020	VEHICLE REPAIRS & MAINT	8	-	-	-	-
5-311-42030	BUILDING REPAIR & MAINTENANCE	18,250	37,000	36,000	25,000	(12,000)
5-311-42070	STREET REPAIR & MAINTENANCE	152,109	490,000	50,000	440,000	(50,000)
5-311-42075	MATERIALS & SUPPLIES	73,179	90,000	90,000	100,000	10,000
5-311-42080	DRAINAGE	57,800	300,000	300,000	150,000	(150,000)
5-311-42090	SAFETY EQUIPMENT	3,182	4,000	2,207	4,000	-
TOTAL REPAIRS & MAINTENANCE		348,738	963,528	520,735	749,000	(214,528)
<u>TECHNOLOGY</u>						
5-311-51125	COMPUTER HARDWARE	456	4,543	4,513	2,819	(1,724)
5-311-41030	COMPUTER SOFTWARE	308	2,250	2,250	2,250	-
TOTAL TECHNOLOGY		764	6,793	6,763	5,069	(1,724)
<u>MISCELLANEOUS</u>						
5-311-49720	SIGNS	19,502	6,743	6,743	7,000	257
5-311-49730	LANDFILL FEES	16,736	16,000	8,000	8,000	(8,000)
TOTAL MISCELLANEOUS		36,238	22,743	14,743	15,000	(7,743)
<u>DEBT SERVICE</u>						
5-311-60100	DEBT SERVICE PRINCIPAL	66,414	68,171	68,171	70,073	1,902
5-311-60150	EQUIPMENT PAYMENTS	-	-	-	-	-
5-311-60200	DEBT SERVICE -INTEREST	11,923	10,220	10,056	8,154	(2,066)
TOTAL DEBT SERVICE		78,337	78,391	78,227	78,227	-164
<u>CAPITAL OUTLAY</u>						
5-311-51120	EQUIPMENT PURCHASES	20,907	60,523	60,523	103,574	43,051
5-311-52115	BUILDINGS & GROUNDS	109,500	-	-	-	-
TOTAL CAPITAL OUTLAY		130,407	60,523	60,523	103,574	43,051
TOTAL STREET & DRAINAGE		1,101,312	1,862,873	1,312,512	1,697,852	(165,021)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Garage

The Garage division is responsible for the operation and maintenance of all city owned vehicles including Public Works, Police and Community Development. The Garage division also services and maintains all city owned heavy equipment.

Accomplishments For Fiscal Year 2022-2023:

- Made several building improvements to the garage.
- Serviced all city vehicles & heavy equipment.
- Improved security at the garage facility by erecting new fence with security access.

Goals for Fiscal Year 2023-2024:

- Enterprise vehicle leasing program for City vehicles.
- Improve security with the installation of a new surveillance system.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Mechanic	1	1	1	1	0
Total	1	1	1	1	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	63,858	81,407	80,464	84,568	3,161
SUPPLIES	2,452	3,300	2,150	2,300	(1,000)
PURCHASED SERVICES	2,268	6,884	2,786	3,721	(3,163)
REPAIRS & MAINTENANCE	55,157	48,330	38,027	34,500	-13,830
TECHNOLOGY	2,000	2,000	2,000	2,000	-
CAPITAL OUTLAY	-	12,670	12,660	-	(12,670)
TOTAL	125,735	155,591	138,387	128,489	(27,102)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Garage

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>PERSONNEL SERVICES</u>						
5-181-11001	REGULAR SALARIES	45,887	52,416	48,807	49,602	(2,814)
5-181-11002	OVERTIME	1,258	4,500	4,500	3,000	(1,500)
5-181-11011	SEASONAL	-	3,920	7,530	10,000	6,080
5-181-12001	SOCIAL SECURITY	3,607	4,654	4,654	4,789	135
5-181-12002	RETIREMENT	2,930	3,768	3,525	3,519	(249)
5-181-12101	HEALTH INSURANCE	7,402	8,691	8,556	9,908	1,217
5-181-12102	DENTAL INSURANCE	313	342	341	369	27
5-181-12103	LIFE INSURANCE	110	124	120	126	2
5-181-12104	VISION	100	107	106	107	-
5-181-12201	UNEMPLOYMENT	288	57	10	18	(39)
5-181-12202	WORKERS' COMPENSATION	1,963	2,828	2,315	3,130	302
	TOTAL PERSONNEL SERVICES	63,858	81,407	80,464	84,568	3,161
<u>SUPPLIES</u>						
5-181-20110	OFFICE SUPPLIES	200	800	250	300	(500)
5-181-20140	GENERAL SUPPLIES	1,698	1,800	1,200	1,300	(500)
5-181-20160	CHEMICALS	-	-	-	-	-
5-181-20260	FUEL & OIL	554	700	700	700	-
	TOTAL SUPPLIES	2,452	3,300	2,150	2,300	(1,000)
<u>PURCHASED SERVICES</u>						
5-181-20270	UNIFORMS	376	4,884	900	1,521	(3,363)
5-181-32030	TELECOMMUNICATIONS	1,892	2,000	1,886	2,200	200
	TOTAL PURCHASED SERVICES	2,268	6,884	2,786	3,721	(3,163)
<u>EDUCATION & TRAINING</u>						
5-181-49040	TRAINING/TRAVEL/PERDIEM	-	1,000	300	1,400	400
	TOTAL EDUCATION & TRAINING	0	1,000	300	1,400	400
<u>REPAIRS & MAINTENANCE</u>						
5-181-20280	SMALL TOOL, EQUIPMENT & FURNIT	4,084	5,000	4,600	5,000	-
5-181-2028X	SHOP EQUIPMENT	3,591	18,707	18,507	9,000	(9,707)
5-181-42020	VEHICLE REPAIRS & MAINT	1,322	2,000	1,700	3,500	1,500
5-181-42030	BUILDING REPAIRS & MAINT	43,992	20,123	12,000	15,000	(5,123)
5-181-49390	OTHER RENTALS	2,168	2,500	1,220	2,000	(500)
	TOTAL REPAIRS & MAINTENANCE	55,157	48,330	38,027	34,500	-13,830
<u>TECHNOLOGY</u>						
5-181-41030	COMPUTER SOFTWARE	2,000	2,000	2,000	2,000	-
	TOTAL TECHNOLOGY	2,000	2,000	2,000	2,000	-
<u>CAPITAL OUTLAY</u>						
5-181-51120	EQUIPMENT PURCHASES	-	12,670	12,660	-	(12,670)
	TOTAL CAPITAL OUTLAY	-	12,670	12,660	-	(12,670)
	TOTAL GARAGE	125,735	155,591	138,387	128,489	(27,102)

CITY OF HITCHCOCK – GENERAL FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Public Works: Solid Waste

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
CONTRACTED SERVICES					
5-321-33025 GARBAGE CONTRACT	471,744	507,801	520,878	529,810	22,009
5-321-33820 DISPOSAL -CLEANUP	-	-	-	-	-
	471,744	507,801	520,878	529,810	22,009
TOTAL CONTRACTED SERVICES	471,744	507,801	520,878	529,810	22,009
TOTAL SOLID WASTE	471,744	507,801	520,878	529,810	22,009

Appropriations – Non Departmental

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
NON DEPARTMENTAL					
5-000-52110 PURCHASE OF REAL PROPERTY	-	-	375,000	-	-
5-000-90100 TRNSF TO FUND 218 GRANT MATCH	12,106	38,132	-	38,132	-
5-000-95100 TRANSFER TO FUND 401	-	1,245,135	1,245,135	-	(1,245,135)
TOTAL NON DEPARTMENTAL	12,106	1,283,267	1,620,135	38,132	(1,245,135)
TOTAL APPROPRIATIONS	5,615,260	8,636,363	8,052,857	7,172,532	(1,463,831)
REVENUES OVER/UNDER EXPENDITURE	954,044	(1,923,930)	(1,456,178)	(449,552)	1,474,378
ENDING BALANCE	7,228,459	5,304,529	5,772,281	5,322,729	18,200

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UTILITY FUND

CITY OF HITCHCOCK – UTILITY FUND SUMMARY

FY2024 PROPOSED Annual Operating & Capital Budget

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
BEGINNING FUND BALANCE	3,057,572	3,030,648	3,030,648	2,275,192	-755,456
REVENUE:					
UTILITY SALES	3,733,713	4,912,766	4,875,914	5,790,270	877,504
UTILITY SERVICES	190,786	149,500	100,000	106,000	(43,500)
OTHER REVENUE	302,901	127,000	114,144	99,740	(27,260)
TRANSFERS IN	-	-	-	-	-
TOTAL REVENUES	4,227,400	5,189,266	5,090,058	5,996,010	806,744
TOTAL AVAILABLE REVENUES	7,284,972	8,219,914	8,120,706	8,271,202	51,288
APPROPRIATIONS					
UTILITY ADMINISTRATION					
PERSONAL SERVICES	110,629	165,630	164,588	186,873	21,243
OPERATIONS & MAINTENANCE	145,164	366,061	293,305	226,415	(139,646)
DEBT SERVICE	-	-	-	-	-
CAPITAL OUTLAY	-	212	207	-	(212)
TRANSFERS OUT	-	-	-	-	-
UTILITY ADMINISTRATION TOTAL	255,793	531,903	458,100	413,288	(118,615)
SEWER DEPARTMENT					
PERSONAL SERVICES	291,796	457,460	456,450	453,723	(3,737)
OPERATIONS & MAINTENANCE	852,294	1,377,436	1,242,013	1,365,839	(11,597)
CAPITAL OUTLAY	41,581	250,721	84,408	287,133	36,412
DEBT SERVICE PAYMENTS	487,549	269,025	269,025	841,070	572,045
TRANSFERS OUT	66,344	66,344	66,344	66,344	-
SEWER DEPARTMENT TOTAL	1,739,564	2,420,986	2,118,240	3,014,109	593,123
WATER DEPARTMENT					
PERSONAL SERVICES	299,118	406,564	388,803	414,249	7,685
OPERATIONS & MAINTENANCE	1,595,486	2,472,786	2,404,025	1,880,137	(592,649)
CAPITAL OUTLAY	706	98,073	50,000	112,053	13,980
DEBT SERVICE	269,264	431,038	331,953	335,364	(95,674)
TRANSFERS OUT	94,393	94,393	94,393	94,393	-
WATER DEPARTMENT TOTAL	2,258,967	3,502,854	3,269,174	2,836,196	(666,658)
TOTAL EXPENDITURES	4,254,324	6,455,743	5,845,514	6,263,593	(192,150)
REVENUES OVER EXPENDITURES	(26,924)	(1,266,477)	(755,456)	(267,583)	998,894
ENDING BALANCE	3,030,648	1,764,171	2,275,192	2,007,609	243,438

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Revenue – Enterprise Fund

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
BEGINNING BALANCE	3,057,572	3,030,648	3,030,648	2,275,192	(755,456)
<u>UTILITY SALES</u>					
4-000-50100 WATER SALES	1,831,992	2,338,822	2,375,495	2,569,537	230,715
WATER RESERVATION FEE	-	-	-	57,918	57,918
4-000-50200 WASTE-WATER SALES	1,468,261	1,853,744	1,621,566	2,257,815	404,071
4-000-50210 FREDDIEVILLE SEWER REVENUE	90,591	97,000	107,568	130,000	33,000
4-000-50300 SEWER TREATMENT	272,852	551,200	700,000	700,000	148,800
4-000-50400 PENALTIES - UTILITIES	70,017	72,000	71,285	75,000	3,000
TOTAL UTILITY SALES	3,733,713	4,912,766	4,875,914	5,790,270	877,504
<u>UTILITY SERVICES</u>					
4-000-51100 TAPS/CONNECTIONS	190,786	149,500	100,000	106,000	(43,500)
WATER SERVICES	-	-	-	-	-
WASTEWATER SERVICES	-	-	-	-	-
TOTAL UTILITY SERVICES	190,786	149,500	100,000	106,000	-43,500
<u>OTHER REVENUE</u>					
4-000-51200 UTILITY DISCONNECT/RECONNECT	36,831	35,000	39,158	38,000	3,000
4-000-52000 CREDIT CARD TRANSACTION FEE	52,580	54,000	54,000	54,000	-
4-000-70190 INSF CHECK CHARGE	775	1,000	686	740	(260)
4-000-80-100 OVER/SHORT	-	-	-	-	-
4-000-88000 DONATIONS	-	20,000	16,000	-	(20,000)
4-000-88100 SALE OF ASSETS	-	5,000	-	5,000	-
4-000-88200 INSURANCE PROCEEDS	-	-	-	-	-
4-000-89000 MISCELLANEOUS REVENUE	15,496	12,000	1,000	2,000	(10,000)
4-000-89120 WORKFORCE REIMBURSEMENT	-	-	3,300	-	-
4-000-98100 PROCEEDS FROM LOAN	197,219	-	-	-	-
GRANT MATCHING FUNDS	-	-	-	-	-
TOTAL OTHER REVENUE	302,901	127,000	114,144	99,740	(27,260)
<u>TRANSFERS IN</u>					
TRANSFER IN	-	-	-	-	-
TOTAL TRANSFERS IN	-	-	-	-	-
TOTAL REVENUES	4,227,400	5,189,266	5,090,058	5,996,010	806,744
TOTAL AVAILABLE FUNDS	7,284,972	8,219,914	8,120,706	8,271,202	51,288

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Utility Administration

Public Works Departmental Summary FY 2024

The City of Hitchcock Public Works Department is comprised of 7 divisions. Utility Administration, Water Treatment and Distribution, Wastewater Treatment and Collection, Street and Drainage, Garage, Parks, and Solid Waste. Public Works is responsible for the Utility Administration, the treatment and distribution of safe and palatable drinking water, the collection and treatment of all domestic wastewater, the management of all solid waste, the maintenance and repair of all city streets and rights-of-way, the maintenance of all city vehicles and maintenance equipment, and maintenance of all city park sites. The Public Works department has partnered with several outside entities that work in tandem with the department to provide consistent community service to the City of Hitchcock. Public Works also assists with other city departments such as Community Development and Police. The Public Works Department has a commitment to excellence and a strong dedication to provide exemplary customer and public service.

Utility Administration

The Utility Administration provides management and inspection for all utility facilities, utility construction projects, assist with the engineering process, preparation of departmental budgets, ensures proper administration of Water/Wastewater treatment, distribution, and collection.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Director	1	1	1	1	0
Operations Manager	1	1	1	1	0
Total	2	2	2	2	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	110,629	165,630	164,588	186,873	21,243
SUPPLIES	13,040	18,619	16,269	18,635	16
PURCHASED SERVICES	31,912	46,118	41,645	48,776	2,658
CONTRACTED SERVICES	61,377	280,888	217,955	149,120	(131,768)
EDUCATION & TRAINING	-	509	509	3,000	2,491
TECHNOLOGY	13,843	16,927	16,927	3,884	(13,043)
REPAIRS & MAINTENANCE	20,000	-	-	-	-
MISCELLANEOUS	4,992	3,000	-	3,000	-
CAPITAL OUTLAY	-	212	207	-	(212)
TOTAL	255,793	531,903	458,100	413,288	(118,615)

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Utility Administration

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES						
5-831-11001	REGULAR SALARIES	87,668	130,173	130,063	144,666	14,493
5-831-11002	OVERTIME	-	-	-	-	-
5-831-11011	INTERN	-	-	-	-	-
5-831-12001	SOCIAL SECURITY	6,422	9,958	9,590	11,067	1,109
5-831-12002	RETIREMENT	5,156	8,617	8,589	9,678	1,061
5-831-12101	HEALTH INSURANCE	8,388	14,485	14,355	19,816	5,331
5-831-12102	DENTAL INSURANCE	361	684	564	738	54
5-831-12103	LIFE INSURANCE	199	421	267	300	(121)
5-831-12104	VISION	113	214	141	214	-
5-831-12201	UNEMPLOYMENT	288	114	24	18	(96)
5-831-12202	WORKER'S COMPENSATION	2,034	964	995	376	(588)
5-831-12301	CAR ALLOWANCE	-	-	-	-	-
5-831-12302	PHONE ALLOWANCE	-	-	-	-	-
	TOTAL PERSONNEL SERVICES	110,629	165,630	164,588	186,873	21,243
SUPPLIES						
5-831-20110	OFFICE SUPPLIES	365	500	400	500	-
5-831-20130	JANITORIAL SUPPLIES	282	1,500	500	1,000	(500)
5-831-20140	GENERAL SUPPLIES	-	1,500	1,500	1,500	-
5-831-20240	DUES & SUBSCRIPTIONS	230	250	100	250	-
5-831-20250	PROFESSIONAL BOOKS	-	500	-	500	-
5-831-20260	FUEL & OIL	2,542	1,375	1,375	1,500	125
5-831-20270	UNIFORM EXPENSE	95	294	294	385	91
5-831-20280	SMALL TOOLS	-	-	-	-	-
5-831-49311	POSTAGE/METER RENTAL	9,526	12,000	12,000	12,500	500
5-831-49810	CLASSIFIED ADVERTISEMENTS	-	700	100	500	(200)
	TOTAL SUPPLIES	13,040	18,619	16,269	18,635	16
PURCHASED SERVICES						
	UTILITY MAPPING	-	-	-	-	-
5-831-33210	JANITORIAL SERVICES	11,655	15,600	15,600	5,000	(10,600)
5-831-49312	COPIER LEASE	8,197	8,000	8,000	8,000	-
5-831-49391	VEHICLE LEASE	-	-	-	10,776	10,776
5-831-49412	TML INSURANCE	12,060	22,518	18,045	25,000	2,482
	TOTAL PURCHASES SERVICES	31,912	46,118	41,645	48,776	2,658

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Utility Administration (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
CONTRACTED SERVICES						
5-831-31010	LEGAL FEES	7,720	15,000	5,000	15,000	-
5-831-31020	AUDIT SERVICE	20,628	33,594	33,594	35,000	1,406
5-831-31030	ENGINEERING	-	173,200	155,880	67,320	(105,880)
5-831-31910	OTHER PROFESSIONAL SERVICES	33,029	57,936	22,681	30,900	(27,036)
5-831-32030	TELECOMMUNICATIONS	-	1,158	800	900	(258)
5-831-33120	EMPLOYEE EXAM/DRUG SCREEN	-	-	-	-	-
	TOTAL CONTRACTED SERVICES	61,377	280,888	217,955	149,120	(131,768)
EDUCATION & TRAINING						
5-831-49020	PROFESSIONAL ASSOC DUES/FEES	-	-	-	500	500
5-831-49040	TRAINING/TRAVEL/PERDIEM	-	509	509	2,500	1,991
	TOTAL EDUCATION & TRAINING	-	509	509	3,000	2,491
TECHNOLOGY						
5-831-41010	SOFTWARE MAINTENANCE	13,843	15,109	15,109	3,884	(11,225)
5-831-51125	COMPUTER HARDWARE	-	1,818	1,818	-	(1,818)
	COMPUTER MAINTENANCE	-	-	-	-	-
	TOTAL TECHNOLOGY	13,843	16,927	16,927	3,884	(13,043)
REPAIRS & MAINTENANCE						
5-831-42030	BLDGS REPAIR & MAINTENANCE	20,000	-	-	-	-
5-831-42040	GROUND MAINTENANCE	-	-	-	-	-
5-831-42090	SAFETY EQUIPMENT	-	-	-	-	-
	TOTAL REPAIRS & MAINTENANCE	20,000	-	-	-	-
MISCELLANEOUS						
5-831-49790	SPECIAL ACTIVITIES	4,992	3,000	-	3,000	-
	TOTAL MISCELLANEOUS	4,992	3,000	-	3,000	-
CAPITAL OUTLAY						
	VEHICLE PURCHASE	-	-	-	-	-
5-831-51120	EQUIPMENT PURCHASE	-	212	207	-	(212)
	DEPRECIATION	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	212	207	-	(212)
	TOTAL UTILITY ADMINISTRATION	255,793	531,903	458,100	413,288	(118,615)

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Sewer Division

The wastewater operations division is responsible for the overall wastewater treatment, collection, and maintenance for the city of Hitchcock. Wastewater treatment has one main wastewater treatment facility and fifteen offsite sewer lift stations. This division is also responsible for 70,000 linear feet of sewer main and 600 manholes.

Accomplishments For Fiscal Year 2022-2023:

- Completed Sanitary Sewer Smoke Test Pilot study.
- Completed Phase I of grant funded sanitary sewer pipe improvements throughout the City.
- Implemented the Wastewater Treatment Plant grit removal.
- Installed Supervisory Control and Data Acquisition (SCADA) system at 5 offsite sewer lift stations to improve remote monitoring.
- Wastewater Treatment Plant repairs to enhance overall sewage treatment process

Goals for Fiscal Year 2023-2024:

- Hitchcock Sanitary Sewer Smoke test study phase 2. 95,000 Lin. Ft of sewer main and 200 manholes
- Grant project to install new mechanical bar screen, new headworks structure & sludge dewatering fan press at the Wastewater Treatment Plant.
- Grant funded project for additional Wastewater Treatment Plant repairs.
- Phase 2 of grant funded sewer pipe improvements in the Garden Terrace subdivision.
- Completion of the Wastewater Treatment Plant grit removal.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Public Works Superintendent	1	1	1	1	0
WWTP Operator II	2	1	1	1	0
Utility Mechanic	0	1	1	1	0
Utility Worker	1	2	2	2	0
Utility Apprentice	0	1	1	1	0
Total	4	6	6	6	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	291,796	457,460	456,450	453,723	(3,737)
SUPPLIES	230,579	322,596	307,168	318,531	(4,065)
PURCHASED SERVICES	7,259	17,896	17,896	73,362	55,466
CONTRACTED SERVICES	266,641	265,007	252,497	278,790	13,783
EDUCATION & TRAINING	1,294	3,000	1,590	1,500	(1,500)
TECHNOLOGY	(706)	12,917	12,917	11,756	(1,161)
REPAIRS & MAINTENANCE	347,210	718,271	612,196	641,900	(76,371)
MISCELLANEOUS	17	37,749	37,749	40,000	2,251
CAPITAL OUTLAY	41,581	250,721	84,408	287,133	36,412
DEBT SERVICE	487,549	269,025	269,025	841,070	572,045
TRANSFER	66,344	66,344	66,344	66,344	-
TOTAL	1,739,564	2,420,986	2,118,240	3,014,109	593,123

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Sewer Division

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES						
5-811-11001	REGULAR SALARIES	204,780	303,617	303,617	301,177	(2,440)
5-811-11002	OVERTIME	17,870	43,013	43,013	30,000	(13,013)
5-811-11006	CERTIFICATE PAY	1,050	2,100	2,100	2,100	-
5-811-12001	SOCIAL SECURITY	16,736	24,535	24,430	25,496	961
5-811-12002	RETIREMENT	14,112	23,231	22,911	22,296	(935)
5-811-12101	HEALTH INSURANCE	28,409	52,145	51,886	59,448	7,303
5-811-12102	DENTAL INSURANCE	1,221	2,051	2,038	2,214	163
5-811-12103	LIFE INSURANCE	476	807	790	813	6
5-811-12104	VISION	384	643	636	643	-
5-811-12201	UNEMPLOYMENT	1,313	342	53	54	(288)
5-811-12202	WORKERS COMP	5,445	4,976	4,976	9,482	4,506
	TOTAL PERSONNEL SERVICES	291,796	457,460	456,450	453,723	(3,737)
SUPPLIES						
5-811-20110	OFFICE SUPPLIES	3,276	1,500	1,500	2,000	500
5-811-20140	GENERAL SUPPLIES	121	2,100	2,100	2,500	400
5-811-20150	LAB SUPPLIES	1,502	5,000	2,500	2,500	(2,500)
5-811-20160	TREATMENT CHEMICALS	88,714	145,000	145,000	150,000	5,000
5-811-20240	DUES & SUBSCRIPTIONS	-	500	72	300	(200)
5-811-2024X	PUBLICATIONS	56	500	500	500	-
5-811-20260	FUEL & OIL	29,011	37,765	37,765	35,000	(2,765)
5-811-20270	UNIFORMS	755	2,231	2,231	2,231	-
5-811-20280	TOOLS	15,889	8,000	8,000	8,500	500
5-811-32000	UTILITIES EXPENSE	91,255	120,000	107,500	115,000	(5,000)
	TOTAL SUPPLIES	230,579	322,596	307,168	318,531	(4,065)
PURCHASED SERVICES						
5-811-49392	WASTEWATER SAMPLING	-	-	-	21,112	21,112
5-811-32030	TELECOMMUNICATIONS	6,247	8,257	8,257	8,500	243
5-811-49390	OTHER RENTAL	1,012	2,929	2,929	23,960	21,031
5-811-49391	VEHICLE LEASE	-	6,710	6,710	19,790	13,080
	TOTAL PURCHASED SERVICES	7,259	17,896	17,896	73,362	55,466

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Sewer Division (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
<u>CONTRACTED SERVICES</u>						
5-811-31020	AUDIT SERVICES	2,000	12,000	12,000	12,000	-
5-811-31030	ENGINEERING	17,162	4,110	1,000	25,000	20,890
5-811-33120	EMPLOYEE EXAM/DRUG SCREEN	92	70	37	70	-
5-811-33210	JANITORIAL SERVICE	1,200	1,200	1,200	6,200	5,000
5-811-33540	UTILITY BILLING	38,280	13,000	12,140	15,000	2,000
5-811-33830	SLUDGE DISP/TESTING/SAMPLING	64,864	144,927	144,927	141,600	(3,327)
5-811-33840	GREASE TRAP INSPECTIONS	-	2,000	1,960	2,020	20
5-811-33870	NEW SERVICE INSTALL	45,895	26,500	20,000	36,000	9,500
5-811-33910	CONTRACT SERVICES	75,919	40,000	39,000	18,900	(21,100)
5-811-49750	TCEQ FEES	21,229	21,200	20,233	22,000	800
	REPAIRS TO EXISTING SERVICES	-	-	-	-	-
	TOTAL CONTRACTED SERVICES	266,641	265,007	252,497	278,790	13,783
<u>EDUCATION & TRAINING</u>						
5-811-49030	EDUCATION/DUES/TESTING	1,294	3,000	1,590	1,500	(1,500)
	TOTAL EDUCATION & TRAINING	1,294	3,000	1,590	1,500	(1,500)
<u>TECHNOLOGY</u>						
5-811-41010	SOFTWARE MAINTENANCE	-	8,252	8,252	8,252	-
5-811-41030	COMPUTER SOFTWARE	-	-	-	-	-
5-811-51125	COMPUTER HARDWARE	(706)	4,665	4,665	3,504	(1,161)
	TOTAL TECHNOLOGY	(706)	12,917	12,917	11,756	(1,161)
<u>REPAIRS & MAINTENANCE</u>						
5-811-42010	EQUIPMENT REPAIRS & MAINT	4,831	25,000	22,085	25,000	-
5-811-42012	GENERATOR MAINTENANCE	6,421	25,000	25,000	25,000	-
5-811-42030	BLDG REPAIRS & MAINTENANCE	95	-	-	5,000	5,000
5-811-42032	M/R GARAGE BUILDING	1,111	-	-	-	-
5-811-42075	MATERIALS & SUPPLIES	-	60,000	40,000	50,000	(10,000)
5-811-42090	SAFETY EQUIPMENT	16,989	14,740	12,000	6,000	(8,740)
5-811-42110	COLLECTION SYSTEM BLDG & GRNI	968	980	980	900	(80)
5-811-42120	WWTP SYSTEM MAINTENANCE	129,399	162,500	114,500	100,000	(62,500)
5-811-42130	M/R LIFT STATIONS	56,250	110,851	95,851	100,000	(10,851)
5-811-42140	M/R COLLECTION SYSTEM	76,253	90,000	72,580	100,000	10,000
5-811-42150	I&I REHAB/CONSTRUCTION	54,893	229,200	229,200	230,000	800
	TOTAL REPAIRS & MAINTENANCE	347,210	718,271	612,196	641,900	(76,371)
<u>MISCELLANEOUS</u>						
5-811-49950	MISCELLANEOUS EXPENSE	17	-	-	-	-
5-811-49970	BANK FEES	-	37,749	37,749	40,000	2,251
	TOTAL MISCELLANEOUS	17	37,749	37,749	40,000	2,251

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Sewer Division (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
MISCELLANEOUS						
5-811-49950	MISCELLANEOUS EXPENSE	17	-	-	-	-
5-811-49970	BANK FEES	-	37,749	37,749	40,000	2,251
	TOTAL MISCELLANEOUS	17	37,749	37,749	40,000	2,251
CAPITAL OUTLAY						
5-811-51126	SCADA SYSTEM	-	90,641	84,408	12,053	(78,588)
5-811-54110	SYSTEM IMPROVEMENTS	5,231	-	-	115,000	115,000
5-811-58112	GRANT MATCH	36,350	160,080	-	160,080	-
	TOTAL CAPITAL OUTLAY	41,581	250,721	84,408	287,133	36,412
DEBT SERVICE						
5-811-60100	DEBT SERVICE - PRINCIPAL	-	55,402	55,402	56,946	1,544
5-811-60100	DEBT SERVICE - PRINCIPAL				350,271	350,271
5-811-60200	DEBT SERVICE -INTEREST	4,475	8,167	8,167	6,622	(1,545)
5-811-60200	DEBT SERVICE -INTEREST		205,456	205,456	427,231	221,775
5-811-60201	PAYING AGENT FEE					-
5-811-80100	DEPRECIATION EXPENSE	483,074				-
	TOTAL DEBT SERVICE	487,549	269,025	269,025	841,070	572,045
TRANSFERS OUT						
5-811-70101	TRANSFER TO GF FOR ADMIN	66,344	66,344	66,344	66,344	-
	TOTAL TRANSFERS OUT	66,344	66,344	66,344	66,344	-
	TOTAL SEWER DIVISION	1,739,564	2,420,986	2,118,240	3,014,109	593,123

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Budget Summary – Public Works: Water Division

The Water Department is responsible for the overall water treatment, distribution, and maintenance of the water system. The city has 2 treatment facilities (Neville & Blimp Base), 3 Elevated tower sites (Neville, Blimp Base & Shannon). This department is also responsible for the maintenance and repair of 80,000 Linear feet of water main as well as 430 fire hydrants.

Accomplishments For Fiscal Year 2022-2023:

- Rehabilitation of the East elevated water storage tank and Neville ground storage tank.
- Repair of 50 water leaks city wide.
- Relocation of the water line off of Fogel Ln.
- Completed water level control valve repair for the East elevated storage tank.
- Completed installation of chlorine alarm for Neville and Blimp Base water plants.

Goals for Fiscal Year 2023-2024:

- Complete Citywide replacement of water meters.
- Rehabilitation of Neville and Harbor walk elevated storage tanks.
- Upgrade the Supervisory Control and Data Acquisition (SCADA) system for Blimp Base water plant to improve remote monitoring.
- Replace valves that control water levels for Redfish and Harbor walk elevated storage tanks.
- Grant funded Water line Replacement.
- Update main electrical system at the Neville Water Plant.

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed	Budget Change
Staffing					
Water Superintendent	0	1	1	1	0
Water Plant Operator	1	1	1	1	0
Utility Worker	3	1	1	1	0
Meter Reader	1	1	1	1	0
Utility Apprentice	0	2	2	2	0
Total	5	6	6	6	0

	FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES	299,118	406,564	388,803	414,249	7,685
SUPPLIES	161,445	157,680	152,480	147,985	(9,695)
PURCHASED SERVICES	612,418	956,523	904,101	1,040,598	84,075
CONTRACTED SERVICES	359,181	164,557	158,419	341,355	176,798
EDUCATION & TRAINING	7,980	5,101	5,100	6,500	1,399
TECHNOLOGY	(707)	30,687	30,687	34,813	4,126
REPAIRS & MAINTENANCE	455,169	1,120,489	1,115,489	268,886	(851,603)
MISCELLANEOUS	-	37,749	37,749	40,000	2,251
CAPITAL OUTLAY	706	98,073	50,000	112,053	13,980
DEBT SERVICE	269,264	431,038	331,953	335,364	(95,674)
TRANSFER	94,393	94,393	94,393	94,393	-
TOTAL	2,258,967	3,502,854	3,269,174	2,836,196	(666,658)

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Public Works: Water Division

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
PERSONNEL SERVICES						
5-821-11001	REGULAR SALARIES	201,116	265,595	258,827	267,627	2,032
5-821-11002	OVERTIME	19,062	29,254	29,254	25,000	(4,254)
5-821-11006	CERTIFICATE PAY	284	-	(9)	-	-
5-821-11013	CALL BACK PAY	5,584	7,052	6,025	7,052	-
5-821-12001	SOCIAL SECURITY	16,925	22,498	22,498	22,925	427
5-821-12002	RETIREMENT	13,985	19,322	19,322	20,049	727
5-821-12101	HEALTH INSURANCE	32,880	52,145	42,907	59,448	7,303
5-821-12102	DENTAL INSURANCE	1,413	2,051	1,685	2,213	162
5-821-12103	LIFE INSURANCE	494	696	696	712	16
5-821-12104	VISION	381	643	529	643	-
5-821-12201	UNEMPLOYMENT	1,325	342	103	54	(288)
5-821-12202	WORKER'S COMPENSATION	5,669	6,966	6,966	8,526	1,560
	TOTAL PERSONNEL SERVICES	299,118	406,564	388,803	414,249	7,685
SUPPLIES						
5-821-20110	OFFICE SUPPLIES	2,233	2,500	2,500	2,000	(500)
5-821-20130	JANITORIAL SUPPLIES	670	1,000	1,000	1,100	100
5-821-20140	GENERAL SUPPLIES	813	1,257	1,257	1,500	243
5-821-20160	CHEMICALS	8,348	15,000	15,000	15,000	-
5-821-20240	PUBLICATIONS, DUES & SUBSCRIP	448	1,672	1,672	1,700	28
5-821-20260	FUEL & OIL	27,843	35,000	35,000	35,000	-
5-821-20270	UNIFORMS	1,103	3,265	3,265	3,265	-
5-821-20280	SMALL TOOLS	37,395	34,206	29,206	20,000	(14,206)
5-821-32000	UTILITIES EXPENSE	44,526	50,400	50,400	55,000	4,600
5-821-33540	UTILITY BILLING	37,661	13,000	13,000	13,000	-
5-821-4902X	WATER DUES	405	380	180	420	40
	TOTAL SUPPLIES	161,445	157,680	152,480	147,985	(9,695)
PURCHASED SERVICES						
5-821-2014X	MATERIALS & SUPPLIES	108,100	173,049	123,503	130,000	(43,049)
5-821-32030	TELECOMMUNICATIONS	16,142	14,000	13,549	14,000	-
5-821-49311	POSTAGE/METER RENTAL	-	-	-	-	-
5-821-49390	RENTALS	1,017	2,500	75	1,500	(1,000)
5-821-49391	VEHICLE LEASE	-	9,789	9,789	28,844	19,055
5-821-49510	SURFACE WATER	487,159	757,185	757,185	866,254	109,069
	TOTAL PURCHASED SERVICES	612,418	956,523	904,101	1,040,598	84,075

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Public Works: Water Division (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
CONTRACTED SERVICES						
5-821-20130	JANITORIAL SERVICE	1,200	1,200	1,200	1,200	-
5-821-31020	AUDIT	-	-	-	-	-
5-821-31030	ENGINEERING	31,104	39,565	37,662	205,000	165,435
5-821-33120	EMPLOYEE EXAM/DRUG SCREEN	17	200	111	200	-
5-821-33810	WATER MONITORING	8,739	13,899	9,835	8,028	(5,871)
5-821-33870	NEW SERVICE INSTALLS	55,476	37,766	37,684	70,000	32,234
5-821-33910	CONTRACT SERVICES	254,769	65,000	65,000	50,000	(15,000)
5-821-49750	TCEQ FEES	7,876	6,927	6,927	6,927	-
	REPAIRS TO EXISTING SERVICES	-	-	-	-	-
	TOTAL CONTRACTED SERVICES	359,181	164,557	158,419	341,355	176,798
EDUCATION & TRAINING						
5-821-49030	EDUCATION/DUES/TEST	1,280	1,340	1,340	3,000	1,660
5-821-49040	TRAINING/TRAVEL/PER DIEM	6,700	3,761	3,760	3,500	(261)
	TOTAL EDUCATION & TRAINING	7,980	5,101	5,100	6,500	1,399
TECHNOLOGY						
5-821-41010	SOFTWARE MAINTENANCE	-	8,252	8,252	-	(8,252)
5-821-41020	ENDPOINT SUBSCRIPTION	-	-	-	31,310	31,310
5-821-41030	COMPUTER SOFTWARE	-	15,000	15,000	-	(15,000)
5-821-51125	COMPUTER HARDWARE	(707)	7,435	7,435	3,503	(3,932)
	TOTAL TECHNOLOGY	(707)	30,687	30,687	34,813	4,126
REPAIRS & MAINTENANCE						
5-821-42010	EQUIPMENT REPAIRS & MAINT	13,561	28,690	28,690	25,000	(3,690)
5-821-42012	GENERATOR MAINTENANCE	9,652	10,000	10,000	10,000	-
5-821-42013	RADIO MAINTENANCE	-	-	-	-	-
5-821-42020	VEHICLE REPAIR & MAINT	-	-	-	-	-
5-821-42040	BUILDINGS & GROUNDS	560	5,000	-	35,000	30,000
5-821-42050	FIRE HYDRANTS	20,606	56,500	56,500	55,500	(1,000)
5-821-42090	SAFETY EQUIPMENT	5,457	12,098	12,098	5,000	(7,098)
5-821-42100	STORAGE TANK REPAIRS	332,270	913,701	913,701	63,386	(850,315)
5-821-42160	UTILITIES SYSTEM MAINTENANCE	73,063	94,500	94,500	75,000	(19,500)
	TOTAL REPAIRS & MAINTENANCE	455,169	1,120,489	1,115,489	268,886	(851,603)
MISCELLANEOUS						
5-821-49950	MISCELLANEOUS EXPENSE	-	-	-	-	-
5-821-49970	BANK FEES	-	37,749	37,749	40,000	2,251
	TOTAL MISCELLANEOUS	-	37,749	37,749	40,000	2,251
CAPITAL OUTLAY						
5-821-51120	EQUIPMENT PURCHASES	-	-	-	-	-
5-821-51126	SCADA	-	-	-	12,053	12,053
5-821-54110	WATER SYSTEM IMPROVEMENTS	706	98,073	50,000	100,000	1,927
	TOTAL CAPITAL OUTLAY	706	98,073	50,000	112,053	13,980

CITY OF HITCHCOCK – UTILITY FUND

FY2024 PROPOSED Annual Operating & Capital Budget

Appropriations – Public Works: Water Division (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
DEBT SERVICE						
5-821-58112	GRANT MATCHING FUND	14,572	151,584	52,500	99,084	(52,500)
5-821-5811X	GRANT MATCHING FUNDS	27,810	-	-		-
5-821-60100	DEBT SERVICE-PRINCIPAL	-	33,332	33,332	34,261	929
5-821-60150	EQUIPMENT PAYMENT	-	-		-	-
5-821-60200	DEBT SERVICE-INTEREST	4,475	4,916	4,915	3,985	(931)
5-821-60100	DEBT SERVICE-PRINCIPAL	-	-	-	89,216	89,216
5-821-60200	DEBT SERVICE-INTEREST	-	241,206	241,206	108,818	(132,388)
5-821-80100	DEPRECIATION EXPENSE	222,407				-
5-821-60201	PAYING AGENT FEE	-		-		-
	TOTAL DEBT SERVICE	269,264	431,038	331,953	335,364	(95,674)
TRANSFERS OUT						
	TRANSFER TO GF FOR ROW	-	-	-	-	-
5-821-70101	TRANSFER TO GF FOR ADMIN	94,393	94,393	94,393	94,393	-
	TOTAL TRANSFERS OUT	94,393	94,393	94,393	94,393	-
	TOTAL WATER DIVISION	2,258,967	3,502,854	3,269,174	2,836,196	(666,658)
	TOTAL EXPENDITURES	4,254,324	6,455,743	5,845,514	6,263,593	(192,150)
	REVENUES OVER EXPENDITURES	(26,924)	(1,266,477)	(755,456)	(267,583)	
	ENDING BALANCE	3,030,648	1,764,171	2,275,192	2,007,609	

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OTHER FUNDS

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

Hitchcock Economic Development Corporation – Fund 601

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		570,676	1,410,531	1,410,531	721,456	\$ (689,075)
REVENUES						
4-000-11100	SALES TAX	337,113	325,476	363,062	370,000	44,524
4-000-60100	INTEREST	1,960	2,500	3,556	4,000	1,500
4-000-80240	SPECIAL EVENT REVENUE			8,600	6,100	6,100
4-000-90100	TRANSFER IN FUND	143,513	-	-	-	-
4-000-98100	PROCEEDS FROM LOAN	800,000	-	-	-	-
TOTAL REVENUES		<u>\$ 1,282,586</u>	<u>\$ 327,976</u>	<u>\$ 375,218</u>	<u>\$ 380,100</u>	<u>\$ 52,124</u>
TOTAL AVAILABLE FUNDS		<u>\$ 1,853,262</u>	<u>\$ 1,738,507</u>	<u>\$1,785,749</u>	<u>\$ 1,101,556</u>	<u>\$ (636,951)</u>
APPROPRIATIONS						
5-612-11001	SALARY	80,593	85,000	82,900	90,000	5,000
5-612-12001	SOCIAL SECURITY	6,426	6,801	6,530	6,609	(192)
5-612-12002	TMRS RETIREMENT	5,239	5,899	5,674	5,780	(119)
5-612-12101	HEALTH INSURANCE	7,397	8,691	8,691	9,908	1,217
5-612-12102	DENTAL INSURANCE	318	342	342	369	27
5-612-12103	LIFE INSURANCE	197	211	211	225	14
5-612-12104	VISION	100	107	107	107	-
5-612-12201	UNEMPLOYMENT	288	57	9	9	(48)
5-612-12202	WORKERS COMP	187	222	222	224	2
5-612-12301	CAR ALLOWANCE	3,407	3,600	3,600	3,600	-
5-612-20110	OFFICE SUPPLIES	3,312	4,500	4,500	1,000	(3,500)
5-612-20240	DUES & SUBSCRIPTIONS	1,403	1,500	1,200	1,200	(300)
5-612-20280	SMALL TOOLS	2,963	870	869	0	(870)
5-612-31010	LEGAL EXPENSES	15,245	70,000	70,000	20,000	(50,000)
5-612-31910	PROFESSIONAL SERVICES	82,300	72,000	71,212	-	(72,000)
5-612-32010	UTILITIES -WATER	713	1,350	1,350	1,500	150
5-612-32020	UTILITIES - ELECTRIC	2,027	-	-	-	-
5-612-32030	UTILITIES-TELECOM	4,433	4,500	4,500	4,000	(500)
5-612-33050	ADMINISTRATIVE SERVICES	12,020	12,000	12,000	12,000	-
5-612-33210	JANITORIAL SERVICES	3,800	2,600	2,600	2,600	-
5-612-33860	MARKETING	15,673	50,000	59,135	36,000	(14,000)
5-612-41020	WEBSITE	5,001	6,000	6,000	6,000	-
5-612-42030	BUILDING REPAIR & MAINT	3,906	10,000	7,000	2,500	(7,500)
5-612-49020	PROFESSIONAL ASSOC FEE	-	5,000	5,000	5,000	-
5-612-49030	EDUCATION/DUES/TESTING	824	1,500	1,500	1,500	-
5-612-49040	TRAINING/TRAVEL/PER DIE	4,354	10,000	2,500	2,500	(7,500)
5-612-49313	BUILDING RENTAL/LEASE	12,012	12,300	12,300	13,200	900
5-612-49790	SPECIAL ACTIVITIES	7,086	10,000	8,377	1,300	(8,700)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

Hitchcock Economic Development Corporation – Fund 601 (Continued)

		FY 2022 ACTUAL	FY 2023 AMENDED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
5-612-49791	COM PROMISE	12,500	12,500	12,500	12,500	-
5-612-49950	MISCELLANEOUS EXPENSE	1,342	-	-	-	-
5-612-51125	COMPUTER HARDWARE	-	2,000	1,200	1,000	(1,000)
5-612-52110	PURCHASE OF REAL PROPE	147,665	716,330	465,065	-	(716,330)
5-612-58113	GRANT CONSTRUCTION	-	100,000	80,000	-	(100,000)
5-612-60100	DEBT SERVICE-PRINCIPAL	-	45,000	45,000	45,000	-
5-612-60100	DEBT SERVICE - PRINCIPAL	-	23,814	23,813	25,039	1,225
5-612-60200	DEBT SERVICE - INTEREST	-	16,380	16,380	15,503	(877)
5-612-60200	DEBT SERVICE - INTEREST	-	41,200	41,200	39,974	(1,226)
5-612-60201	PAYING AGENT FEE	-	806	806	806	-
5-612-95100	TRANSFER TO FUND 604	-	-	-	500,000	500,000
	TOTAL APPROPRIATIONS	\$ 442,731	\$ 1,343,080	\$ 1,064,293	\$ 866,953	\$ (476,127)
	ENDING BALANCE	\$ 1,410,531	\$ 395,427	\$ 721,456	\$ 234,603	\$ (160,824)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

TIRZ One Harborwalk – Fund 602

		FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		77,730	571,863	571,863	259,425	\$ (312,438)
REVENUES						
4-000-19000	TAX REVENUE CITY SHARE (333)	593,929	623,949	629,717	661,203	37,254
4-000-19020	TAX REVENUE COM (605)	-	-	-	-	-
4-000-60100	INTEREST	691	500	3,960	3,120	2,620
4-000-60300	INTEREST INCOME-OTHER			-		
4-000-90100	TRNSR IN FROM RESERVE		31,000	31,000	33,000	2,000
4-000-98000	TIRZ BOND PROCEEDS		3,490,000	-	-	(3,490,000)
	TOTAL REVENUES	\$ 594,620	\$ 4,145,449	\$ 664,677	\$ 697,323	\$(3,448,126)
	TOTAL AVAILABLE FUNDS	\$ 672,350	\$ 4,717,312	\$1,236,540	\$ 956,748	(3,760,564)
APPROPRIATIONS						
5-000-31010	LEGAL FEES	487	-	57,652	-	-
5-000-33050	ADMINISTRATIVE FEE	100,000	25,000	79,235	25,000	-
5-000-49997	TRNSFR TO BOND HOLDER		3,490,000	-	-	(3,490,000)
5-000-60100	DEBT SERVICE PRINCIPAL	-	310,000	310,000	330,000	20,000
5-000-60200	DEBT SERVICE INTEREST	-	180,478	180,478	165,360	(15,118)
5-000-60201	PAYING AGENT FEE	-	750	750	750	-
5-000-60202	BOND ISSUANCE COST	-	43,250	-	-	(43,250)
5-000-60901	BOND COUNSEL	-	50,000	-	-	(50,000)
5-000-60902	FINANCIAL ADVISOR	-	19,000	-	-	(19,000)
5-000-70100	TRNSFR TO RESERVE FUND	-	349,000	349,000	-	(349,000)
	TOTAL APPROPRIATIONS	\$ 100,487	\$ 4,467,478	\$ 977,115	\$ 521,110	\$(3,946,368)
	ENDING BALANCE	\$ 571,863	\$ 249,834	\$ 259,425	\$ 435,638	\$ 185,804

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

DEA Drug Forfeiture – Fund 209

		FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
Beginning Fund Balance		4,274	4,639	4,639	4,639	\$ -
REVENUES						
4-000-89000	SEIZED FUNDS	20,687	-	-	-	\$ -
4-000-60100	INTEREST INCOME	(22)	-	-	-	\$ -
	TOTAL REVENUES	\$ 20,665	\$ -	\$ -	\$ -	\$ -
	TOTAL AVAILABLE FUNDS	\$ 24,939	\$ 4,639	\$ 4,639	\$ 4,639	\$ -
APPROPRIATIONS						
5-000-20140	LAW ENF. SUPPLIES	5,047	-	-	-	-
5-000-49925	REFUND & REIMBURSEMENT	15,253	1,852	-	4,639	2,787
5-000-51120	EQUIPMENT PURCHASES	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ 20,300	\$ 1,852	\$ -	\$ 4,639	2,787
	ENDING BALANCE	\$ 4,639	\$ 2,787	\$ 4,639	\$ -	\$ (2,787)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

Police Department Donation – Fund 201

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	3,221	621	621	621	\$ -
REVENUES					
4-000-88000 DONATIONS	-	-	-	-	-
INTEREST	-	-	-	-	-
					-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS	\$ 3,221	\$ 621	\$ 621	\$ 621	-
APPROPRIATIONS					
TRAVEL & TRAINING	-	-	-	-	-
5-000-20140 GENERAL SUPPLIES	2,600	621	-	621	-
SPECIAL EQUIPMENT	-	-	-	-	-
TOTAL APPROPRIATION	\$ 2,600	\$ 621	\$ -	\$ 621	\$ -
ENDING BALANCE	\$ 621	\$ -	\$ 621	\$ -	\$ -

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

Police Department Training – Fund 212

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	1,460	765	765	\$ 2,047	\$ 1,282
REVENUES					
LEOSE ALLOTMENT	-	1,460	1,282	-	(1,460)
INTEREST	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 1,460	\$ 1,282	\$ -	\$ (1,460)
TOTAL AVAILABLE FUNDS	\$ 1,460	\$ 2,225	\$ 2,047	\$ 2,047	(178)
APPROPRIATIONS					
5-000-49040 TRAVEL & TRAINING	695	2,225	-	2,047	(178)
BANK FEES	-	-	-	-	-
SPECIAL EQUIPMENT	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ 695	\$ 2,225	\$ -	\$ 2,047	\$ (178)
ENDING FUND BALANCE	\$ 765	\$ -	\$ 2,047	\$ -	\$ -

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

Municipal Court Building Security - Fund 202

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	41,311	46,310	46,310	14,270	\$ (32,040)
REVENUES					
4-000-31000 SECURITY FEE	6,254	5,000	5,000	5,000	-
INTEREST INCOME	-	-	-	-	-
TOTAL REVENUES	\$ 6,254	\$ 5,000	\$ 5,000	\$ 5,000	-
TOTAL AVAILABLE FUNDS	\$ 47,565	\$ 51,310	\$ 51,310	\$ 19,270	(32,040)
APPROPRIATIONS					
5-000-33220 SECURITY SYSTEM	1,255	2,100	6,040	2,580	480
5-000-42030 BLDG REPAIR & MAINT.	-	40,500	31,000	16,690	(23,810)
COURT SECURITY	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ 1,255	\$ 42,600	\$ 37,040	\$ 19,270	(23,330)
ENDING BALANCE	\$ 46,310	\$ 8,710	\$ 14,270	\$ -	(8,710)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

Municipal Court Technology – Fund 203

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	-94	5,655	5,655	10,455	\$ 4,800
REVENUES					
4-000-3101C TECHNOLOGY FEE	5,749	5,020	4,800	4,800	(220)
INTEREST INCOME	-	-	-	-	-
TRANSFER IN	-	-	-	-	-
TOTAL REVENUES	\$ 5,749	\$ 5,020	\$ 4,800	\$ 4,800	(220)
TOTAL AVAILABLE FUNDS	\$ 5,655	\$ 10,675	\$ 10,455	\$ 15,255	\$ 4,580
APPROPRIATIONS					
OFFICE SUPPLIES	-	-	-	-	-
5-000-4103C COMPUTER SOFTWARE	-	9,070	-	15,255	6,185
COMPUTER HARDWARE	-	-	-	-	-
COMPUTER MAINTENANCE	-	-	-	-	-
EQUIPMENT PURCHASES	-	-	-	-	-
BANK FEES	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 9,070	\$ -	\$ 15,255	6,185
ENDING BALANCE	\$ 5,655	\$ 1,605	\$ 10,455	\$ -	(1,605)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

Municipal Court Truancy Prevention – Fund 220

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	-	16,658	21,158	21,194	\$ 4,536
REVENUES					
4-000-31020 TRUANCY FEE	4,772	4,500	36	40	(4,460)
INTEREST INCOME	-	-	-	-	-
4-000-90100 TRANSFER IN/OUT	11,886	-	-	-	-
TOTAL REVENUES	\$ 16,658	\$ 4,500	\$ 36	\$ 40	(4,460)
TOTAL AVAILABLE FUNDS	\$ 16,658	\$ 21,158	\$ 21,194	\$ 21,234	\$ 76
APPROPRIATIONS					
5-220-11001 SALARY	-	-	-	-	-
5-220-12001 SOCIAL SECURITY	-	-	-	-	-
5-220-12002 RETIREMENT	-	-	-	-	-
5-220-12101 HEALTH INSURANCE	-	-	-	-	-
5-220-12102 DENTAL INSURANCE	-	-	-	-	-
5-220-12103 LIFE INSURANCE	-	-	-	-	-
5-220-12104 VISION	-	-	-	-	-
5-220-12201 UNEMPLOYMENT	-	-	-	-	-
5-220-12202 WORKERS COMPENSATION	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ -	-
ENDING BALANCE	\$ 16,658	\$ 21,158	\$ 21,194	\$ 21,234	76

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget


Municipal Court Jury – Fund 221

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	\$ -	\$ 343	\$ 343	\$ 448	\$ 105
REVENUES					
4-000-31030 JURY FEE	124	105	105	131	26
INTEREST INCOME	-	-	-	-	-
4-000-90100 TRANSFER IN/OUT	219	-	-	-	-
TOTAL REVENUES	\$ 343	\$ 105	\$ 105	\$ 131	26
TOTAL AVAILABLE FUNDS	\$ 343	\$ 448	\$ 448	\$ 579	\$ 131
APPROPRIATIONS					
5-000-40030 JURY TRIAL	-	430	-	579	149
BANK FEES	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 430	\$ -	\$ 579	149
ENDING BALANCE	\$ 343	\$ 18	\$ 448	\$ -	\$ (18)

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

Hotel Occupancy Tax – Fund 205

		FY 2022 ACTUAL	FY 2023 PROPOSED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
Beginning Fund Balance		9,324	16,373 	16,373	26,373	\$ 10,000
REVENUES						
4-000-13100	HOTEL/MOTEL TAX	7,049	20,000	35,000	35,000	15,000
	INTEREST INCOME	-	-	-	-	-
	TOTAL REVENUES	\$ 7,049	\$ 20,000	\$ 35,000	\$ 35,000	\$ 15,000
	TOTAL AVAILABLE FUNDS	\$ 16,373	\$ 36,373	\$ 51,373	\$ 61,373	\$ 25,000
APPROPRIATIONS						
	PROFESSIONAL SERVICES	-	-	-	-	-
	TRAVEL & TRAINING	-	-	-	-	-
5-000-49740	TOURISM	-	30,000	25,000	40,000	10,000
	SPECIAL EVENTS	-	-	-	-	-
	BANK FEES	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ -	\$ 30,000	\$ 25,000	\$ 40,000	\$ 10,000
	ENDING BALANCE	\$ 16,373	\$ 6,373	\$ 26,373	\$ 21,373	\$ 15,000

CITY OF HITCHCOCK – OTHER FUNDS

FY2024 PROPOSED Annual Operating & Capital Budget

Parks – Fund 208

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
Beginning Fund Balance	5,273	5,273	5,273	5,273	\$ -
REVENUES					
DONATIONS	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS	\$ 5,273	\$ 5,273	\$ 5,273	\$ 5,273	\$ -
APPROPRIATIONS					
PROFESSIONAL SERVICES	-	-	-	-	-
5-000-42030 BUILDING REPAIRS & MAINT.	-	5,273	-	5,273	-
GROUPS MAINTENANCE	-	-	-	-	-
SPECIAL EVENTS	-	-	-	-	-
FIELD LIGHTS	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 5,273	\$ -	\$ 5,273	\$ -
ENDING BALANCE	\$ 5,273	\$ -	\$ 5,273	\$ -	\$ -

GRANTS

CITY OF HITCHCOCK – GRANTS

FY2024 PROPOSED Annual Operating & Capital Budget

HGAC-MIT MOD Grant – Fund 222

		FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		-	-	-	-	\$ -
REVENUES						
4-000-40100	GRANT FUNDS	-	-	-	3,864,200	3,864,200
4-000-95100	TRANSFER/MATCH	-	-	-	-	-
	TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 3,864,200	\$ 3,864,200
	TOTAL AVAILABLE FUNDS	\$ -	\$ -	\$ -	\$ 3,864,200	3,864,200
APPROPRIATIONS						
5-000-58110	MITIGATION PROJECTS	-	-	-	-	-
5-000-58111	ENGINEERING	-	-	-	470,000	470,000
5-000-58112	ADMINISTRATION	-	-	-	232,000	232,000
5-000-58114	ENVIRONMENTAL	-	-	-	7,500	7,500
5-000-58113	CONSTRUCTION	-	-	-	3,154,700	3,154,700
	TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -	\$ 3,864,200	\$ 3,864,200
	ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

Awarded June 30, 2023

GLO CDBG Mitigation \$3,864,200

No Match

Grant Works/SPI

WWTP Improvements-Solid Handling

Contract #

Contract End Date

Application 2022-100140-RMP

GrantWorks

SPI Engineering

CITY OF HITCHCOCK – GRANTS

FY2024 PROPOSED Annual Operating & Capital Budget

TX Community Development Grant-MIT Grant – Fund 213

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	36,350	36,350	36,350	\$ -
REVENUES					
4-000-40100 GRANT FUNDS	217,339	162,406	162,406	2,433,379	2,270,973
4-000-95100 TRANSFER/MATCH	36,350	-	-	36,350	36,350
TOTAL REVENUES	<u>\$ 253,689</u>	<u>\$ 162,406</u>	<u>\$ 162,406</u>	<u>\$ 2,469,729</u>	<u>\$ 2,307,323</u>
TOTAL AVAILABLE FUNDS	<u>\$ 253,689</u>	<u>\$ 198,756</u>	<u>\$ 198,756</u>	<u>\$ 2,506,079</u>	<u>2,307,323</u>
APPROPRIATIONS					
5-000-58110 GRANT EXPENDITURES	-	-	-	-	-
5-000-58111 ENGINEERING	-	162,406	162,406	109,144	(53,262)
5-000-58112 ADMINISTRATION	217,339	-	-	154,214	154,214
5-000-58114 ENVIRONMENTAL	-	-	-	5,250	5,250
5-000-58113 CONSTRUCTION	-	-	-	2,237,471	2,237,471
TOTAL APPROPRIATIONS	<u>\$ 217,339</u>	<u>\$ 162,406</u>	<u>\$ 162,406</u>	<u>\$ 2,506,079</u>	<u>\$ 2,343,673</u>
ENDING BALANCE	<u>\$ 36,350</u>	<u>\$ 36,350</u>	<u>\$ 36,350</u>	<u>\$ -</u>	<u>\$ (36,350)</u>

Awarded June 2021

GLO CDBG Mitigation \$3,598,615

Match \$36,350

Grant Works/SPI

WWTP & Delasandri

Contract #22-085--064-D321

Contract End Date

CITY OF HITCHCOCK – GRANTS

FY2024 PROPOSED Annual Operating & Capital Budget

American Rescue Plan – Fund 216

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	1,962,916	1,962,916	1,962,916	1,804,476	\$ (158,440)
REVENUES					
4-000-40100 GRANT FUNDS	-	-	-	-	-
		-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL AVAILABLE FUNDS	\$ 1,962,916	\$ 1,962,916	\$ 1,962,916	\$ 1,804,476	(158,440)
APPROPRIATIONS					
5-000-58111 ENGINEERING	-	120,000	120,000		(120,000)
5-000-58112 ADMINISTRATION	-	105,400	38,440	85,560	(19,840)
5-000-58113 CONSTRUCTION	-	-	-	1,718,916	1,718,916
CONTINGENCY	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$ 225,400	\$ 158,440	\$ 1,804,476	\$ 1,579,076
ENDING BALANCE	\$ 1,962,916	\$ 1,737,516	\$ 1,804,476	\$ -	\$ (1,737,516)

Total \$1,962,915.76

1st Traunch \$980,489

2nd Traunch \$982,426.76

Funds must be expended

by December 31, 2026

22-085-064-D321

CITY OF HITCHCOCK – GRANTS

FY2024 PROPOSED Annual Operating & Capital Budget

TX Department of Transportation TA Grant – Fund 217

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	-	\$ -
REVENUES					
4-000-40100 GRANT FUNDS	-	1,970,361	-	-	(1,970,361)
TRANSFER/MATCH		-		-	-
TOTAL REVENUES	\$ -	\$ 1,970,361	\$ -	\$ -	\$(1,970,361)
TOTAL AVAILABLE FUNDS	\$ -	\$ 1,970,361	\$ -	\$ -	(1,970,361)
APPROPRIATIONS					
5-000-58111 ENGINEERING	-	480,905	-	-	(480,905)
5-000-58112 ADMINISTRATIVE	-	52,630	-	-	(52,630)
5-000-58113 CONSTRUCTION	-	1,436,826	-	-	(1,436,826)
TOTAL APPROPRIATIONS	\$ -	\$ 1,970,361	\$ -	\$ -	\$(1,970,361)
ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

TXDOT TA Sidewalk Project
No Match
Grant Award \$1,970,361

CITY OF HITCHCOCK – GRANTS

FY2024 PROPOSED Annual Operating & Capital Budget

TDEM Hazard Mitigation Grant Winter Weather – Fund 218

		FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		-	-	247,295	247,295	\$ 247,295
REVENUES						
4-000-40100	GRANT FUNDS	105,539	712,449	-	-	(712,449)
4-000-90100	TRANSFER IN	-	-	-	-	-
	GRANT MATCH	-	247,295	-	-	(247,295)
	TOTAL REVENUES	<u>\$ 105,539</u>	<u>\$ 959,744</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (959,744)</u>
	TOTAL AVAILABLE FUNDS	<u>\$ 105,539</u>	<u>\$ 959,744</u>	<u>\$ 247,295</u>	<u>\$ 247,295</u>	<u>(712,449)</u>
APPROPRIATIONS						
5-000-20140	MATERIAL & SUPPLIES	9,159	-	-	-	-
5-000-33910	CONTRACT SERVICES	96,380				
5-000-58111	ENGINEERING	-	588,801	-	-	(588,801)
5-000-58112	ADMINISTRATIVE	-	123,648	-	-	(123,648)
5-000-58113	CONSTRUCTION	-	-	-	-	-
	TOTAL APPROPRIATIONS	<u>\$ 105,539</u>	<u>\$ 712,449</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (712,449)</u>
	ENDING BALANCE	<u>\$ -</u>	<u>\$ 247,295</u>	<u>\$ 247,295</u>	<u>\$ 247,295</u>	<u>\$ -</u>

FEMA-DR-4586

TDEM

DR 4586 PA-06-TX-PW-00411

PW-411/PW335

CITY OF HITCHCOCK – GRANTS

FY2024 PROPOSED Annual Operating & Capital Budget

TDEM Hazard Mitigation Grant DR-4485 Fund

		FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		-	105,139	-	352,434	\$ 247,295
REVENUES						
4-000-40100	GRANT FUNDS	105,139	712,449	-	712,449	-
4-000-90100	TRANSFER IN	-	-	-	-	-
	GRANT MATCH	-	247,295	-	247,295	-
	TOTAL REVENUES	\$ 105,139	\$ 959,744	\$ -	\$ 959,744	\$ -
	TOTAL AVAILABLE FUNDS	\$ 105,139	\$ 1,064,883	\$ -	\$ 1,312,178	247,295
APPROPRIATIONS						
5-000-58125	GENERATORS	-	-	-	-	-
	ADMINISTRATIVE	-	-	-	-	-
5-000-58111	ENGINEERING	-	588,801	-	588,801	-
5-000-58112	PROJECT MANAGEMENT	-	123,648	-	123,648	-
	CONSTRUCTION	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ -	\$ 712,449	\$ -	\$ 712,449	\$ -
	ENDING BALANCE	\$ 105,139	\$ 352,434	\$ -	\$ 599,729	\$ 247,295

s/b 105539

90%/10% match 250,000/62500

Pending application

Generators

Severe Winter Storm

\$2,472,947

CITY OF HITCHCOCK – GRANTS

FY2024 PROPOSED Annual Operating & Capital Budget

Texas Department of Agriculture 2021-2022 Community Development Grant – Fund 219

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	357,500	\$ 357,500
REVENUES					
4-000-40100 GRANT FUNDS	-	350,000	350,000	-	(350,000)
4-000-90100 TRANSFER IN	-	52,500	52,500	-	(52,500)
GRANT MATCH	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ 402,500	\$ 402,500	\$ -	\$ (402,500)
TOTAL AVAILABLE FUNDS	\$ -	\$ 402,500	\$ 402,500	\$ 357,500	(45,000)
APPROPRIATIONS					
5-000-58110 WATERLINE IMPROVEMENT	-	402,500	-	52,500	(350,000)
5-000-58111 ENGINEERING	-	-	27,500	27,500	27,500
5-000-58112 ADMINISTRATION	-	-	17,500	17,500	17,500
5-000-58113 CONSTRUCTION	-	-	-	260,000	260,000
TOTAL APPROPRIATIONS	\$ -	\$ 402,500	\$ 45,000	\$ 357,500	\$ (45,000)
ENDING BALANCE	\$ -	\$ -	\$ 357,500	\$ -	\$ -

TDA 2021-2022

15% Match

Pending award

Waterline Improvements

CDV-21-0008

Kaluza Engineer

GrantWorks

CAPITAL PROJECTS

CITY OF HITCHCOCK – CAPITAL

FY2024 PROPOSED Annual Operating & Capital Budget

WW/WWTP/Water Capital Improvement Projects (PSI)

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	-	-	-	4,046,200	\$ 4,046,200
REVENUES					
4-000- LOAN FUNDS		12,000,000	12,000,000	-	(12,000,000)
TRANSFER IN WATER					-
TRANSFER IN SEWER					-
		-		-	-
TOTAL REVENUES	\$ -	\$12,000,000	\$ 12,000,000	\$ -	\$(12,000,000)
TOTAL AVAILABLE FUNDS	\$ -	\$12,000,000	\$ 12,000,000	\$ 4,046,200	(7,953,800)
APPROPRIATIONS					
PROFESSIONAL SERVICES	-	-	-	-	-
ENGINEERING	-	-	-	-	-
CONSTRUCTION	-	-	-	-	-
TOTAL PROFESSIONAL SERVICE	-	-	-	-	-
CAPITAL OUTLAY					
WATER METER REPLACEMENT	-	1,977,000	1,977,000		(1,977,000)
WATER SYSTEM ELECTRICAL	-	900,000	900,000		(900,000)
WATER SYSTEM SAFETY IMPROV	-	450,000	450,000		(450,000)
WWTP GRIT REMOVAL & DISP	-	1,678,000	1,678,000		(1,678,000)
WWTP ELECTRICAL IMPROVE	-	900,000	900,000		(900,000)
SEWER SCADA IMPROVEMENTS	-	1,500,000	1,500,000		(1,500,000)
WW SAFETY IMPROVEMENTS	-	450,000	450,000		(450,000)
WWTP GRIT REMOVAL SYSTEM	-	4,145,000	98,800	161,200	(3,983,800)
TOTAL CAPITAL OUTLAY	-	12,000,000	7,953,800	161,200	(11,838,800)
DEBT SERVICE					
DEBT PRINCIPAL	-	-	-	-	-
DEBT INTEREST	-	-	-	-	-
TOTAL DEBT SERVICE	-	-	-	-	-
CONTINGENCY	-	-	-	-	-
TOTAL APPROPRIATIONS	\$ -	\$12,000,000	\$ 7,953,800	\$ 161,200	\$(11,838,800)
ENDING BALANCE	\$ -	\$ -	\$ 4,046,200	\$ 3,885,000	\$ 3,885,000

CITY OF HITCHCOCK – CAPITAL

FY2024 PROPOSED Annual Operating & Capital Budget

City Hall Reconstruction & Parking Lot Project – Fund 401

	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS					
BEGINNING FUND BALANCE	1,006,905	915,631	915,631	-	\$ (915,631)
REVENUES					
4-000-98100 BOND FUNDS	-	-	-	-	-
4-000-90100 GEN.FUND TRSFR IN		1,245,135	1,245,135	-	(1,245,135)
TOTAL REVENUES	\$ -	\$ 1,245,135	\$1,245,135	\$ -	\$(1,245,135)
TOTAL AVAILABLE FUNDS	\$ 1,006,905	\$ 2,160,766	\$2,160,766	\$ -	(2,160,766)
APPROPRIATIONS					
5-000-54120 CONSTRUCTION	-	1,882,700	1,882,700	-	(1,882,700)
5-000-54121 ENGINEERING	-	17,500	17,500	-	(17,500)
5-000-54122 LANDSCAPE	-	75,000	75,000	-	(75,000)
5-000-54123 FURN.FIX. & EQUIP.	-	73,584	73,584	-	(73,584)
5-000-54124 TECHNOLOGY	-	-	-	-	-
5-000-54125 ARCHITECTURAL	-	-	-	-	-
5-000-54126 PROFESSIONAL SERVICES	-	-	-	-	-
5-000-54129 RELOCATE EXPENSES	-	-	-	-	-
5-000-54130 MISC EXPENSES	-	2,059	2,059	-	(2,059)
5-000-54135 CONTINGENCY	-	14,254	14,254	-	(14,254)
5-000-60202 BOND ISSUANCE COST	-	-	-	-	-
5-000-60901 BOND COUNSEL	-	-	-	-	-
5-000-60902 FINANCIAL ADVISOR	-	-	-	-	-
5-000-60903 PROFESSIONAL SERVICES	91,274	95,669	95,669	-	(95,669)
TOTAL APPROPRIATIONS	\$ 91,274	\$ 2,160,766	\$2,160,766	\$ -	\$(2,160,766)
ENDING BALANCE	\$ 915,631	\$ -	\$ -	\$ -	\$ -

DEBT SERVICES

CITY OF HITCHCOCK – DEBT SERVICES

FY2024 PROPOSED Annual Operating & Capital Budget

2021 Certificate of Obligation Debt Service – Fund 301

		FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2023 ESTIMATED	FY 2024 PROPOSED	BUDGET CHANGE
AVAILABLE FUNDS						
BEGINNING FUND BALANCE		-	68,002	68,002	45,612	\$ (22,390)
REVENUES						
4-000-10100	AD VALOREM TAX	149,935	46,659	59,419	69,136	22,477
4-000-10200	PROPERTY TAX DELINQUENT	(765)				
4-000-10300	PROPERTY TAX P&I	113	-	-	-	-
	TRANSFER FROM GF	-	-	-	-	-
	TOTAL REVENUES	\$149,283	\$ 46,659	\$ 59,419	\$ 69,136	\$ 22,477
	TOTAL AVAILABLE FUNDS	\$149,283	\$ 114,661	\$ 127,421	\$ 114,748	87
APPROPRIATIONS						
5-000-60100	DEBT SERVICE PRINCIPAL	65,000	65,000	65,000	65,000	-
5-000-60200	DEBT SERVICE INTEREST	16,281	16,669	16,809	15,531	(1,138)
	PAYING AGENT FEE	-	-	-	-	-
	TOTAL APPROPRIATIONS	\$ 81,281	\$ 81,669	\$ 81,809	\$ 80,531	\$ (1,138)
	ENDING BALANCE	\$ 68,002	\$ 32,992	\$ 45,612	\$ 34,217	\$ 1,225

Texas First Bank

GENERAL OBLIGATION SERIES 2020

Period Ending	Principal	Interest	Debt Service
7/15/2024	\$45,000	\$15,502.50	\$60,502.50
7/15/2025	\$45,000	\$14,625.00	\$59,625.00
7/15/2026	\$50,000	\$13,747.50	\$63,747.50
7/15/2027	\$50,000	\$12,772.50	\$62,772.50
7/15/2028	\$50,000	\$11,797.50	\$61,797.50
7/15/2029	\$50,000	\$10,822.50	\$60,822.50
7/15/2030	\$50,000	\$9,847.50	\$59,847.50
7/15/2031	\$55,000	\$8,872.50	\$63,872.50
7/15/2032	\$55,000	\$7,800.00	\$62,800.00
7/15/2033	\$55,000	\$6,727.50	\$61,727.50
7/15/2034	\$55,000	\$5,655.00	\$60,655.00
7/15/2035	\$55,000	\$4,582.50	\$59,582.50
7/15/2036	\$60,000	\$3,510.00	\$63,510.00
7/15/2037	\$60,000	\$2,340.00	\$62,340.00
7/15/2038	\$60,000	\$1,170.00	\$61,170.00
Total	\$795,000	\$129,772.50	\$924,772.50

General Obligation Refunding Bonds, Series 2020

USDA Water Line Project 2020 Refunding Bonds
(2006 Certificates of Obligation)

CITY OF HITCHCOCK, TEXAS
2021 CERTIFICATES OF OBLIGATION

Period Ending	Principal	Interest	Debt Service
2/1/2024	\$65,000	\$15,531.25	\$80,531.25
2/1/2025	\$65,000	\$14,393.75	\$79,393.75
2/1/2026	\$65,000	\$13,256.25	\$78,256.25
2/1/2027	\$65,000	\$12,118.75	\$77,118.75
2/1/2028	\$70,000	\$10,937.50	\$80,937.50
2/1/2029	\$70,000	\$9,712.50	\$79,712.50
2/1/2030	\$70,000	\$8,487.50	\$78,487.50
2/1/2031	\$70,000	\$7,262.50	\$77,262.50
2/1/2032	\$75,000	\$5,993.75	\$80,993.75
2/1/2033	\$75,000	\$4,681.25	\$79,681.25
2/1/2034	\$75,000	\$3,368.75	\$78,368.75
2/1/2035	\$75,000	\$2,056.25	\$77,056.25
2/1/2036	\$80,000	\$700.00	\$80,700.00
Total	\$920,000	\$108,500	\$1,028,500

City Hall Building Renovation and Parking Lot

CITY OF HITCHCOCK, TEXAS

TIRZ Series 2022 Bonds*

Period Ending	Principal	Interest	Debt Service
6/1/2024	\$330,000	\$165,360	\$495,360
6/1/2025	\$345,000	\$148,200	\$493,200
6/1/2026	\$365,000	\$130,260	\$495,260
6/1/2027	\$385,000	\$111,280	\$496,280
6/1/2028	\$405,000	\$91,260	\$496,260
6/1/2029	\$425,000	\$70,200	\$495,200
6/1/2030	\$450,000	\$48,100	\$498,100
6/1/2031	\$475,000	\$24,700	\$499,700
Total	\$3,180,000	\$789,360	\$3,969,360

CITY OF HITCHCOCK, TEXAS

GOVERNMENT CAPITAL *

Period Ending	Principal	Interest	Debt Service
12/29/2023	\$38,345.35	\$4,456.79	\$42,802.14
12/29/2024	\$39,414.04	\$3,388.10	\$42,802.14
12/29/2025	\$40,512.51	\$2,289.63	\$42,802.14
12/29/2026	\$41,641.57	\$1,160.57	\$42,802.14
Total	\$159,913.47	\$11,295.09	\$171,208.56

* Contract No. 9761 Crane Truck & Mini Excavator

CITY OF HITCHCOCK, TEXAS

GOVERNMENT CAPITAL *

Period Ending	Principal	Interest	Debt Service
1/2/2024	\$49,000.98	\$3,338.06	\$52,339.04
1/2/2025	\$50,642.52	\$1,696.52	\$52,339.04
Total	\$99,643.50	\$5,034.58	\$104,678.08

*Contract No. 8941 Police Vehicles & Equipment

CITY OF HITCHCOCK, TEXAS

GOVERNMENT CAPITAL *

Period Ending	Principal	Interest	Debt Service
2/15/2024	\$122,935.39	\$14,304.50	\$137,239.89
2/15/2025	\$126,365.28	\$10,874.61	\$137,239.89
2/15/2026	\$129,890.87	\$7,349.02	\$137,239.89
2/15/2027	\$133,514.82	\$3,725.07	\$137,239.89
Total	\$512,706.36	\$36,253.20	\$548,959.56

* Contract No. 9166 Public Works Equipment

CITY OF HITCHCOCK, TEXAS

PERFORMANCE SERVICES INC PROJECTION*

Period Ending	Principal	Interest	Debt Service
8/1/2023	0	446,642.58	446,642.58
8/1/2024	439,486.11	536,049.20	975,535.31
8/1/2025	479,630.02	516,530.29	996,160.31
8/1/2026	522,080.28	495,220.66	1,017,300.94
8/1/2027	566,953.45	472,016.60	1,038,970.05
8/1/2028	614,371.82	446,809.12	1,061,180.94
8/1/2029	664,463.42	419,483.68	1,083,947.10
8/1/2030	717,362.45	389,919.93	1,107,282.38
8/1/2031	773,209.64	357,991.42	1,131,201.06
8/1/2032	832,152.40	323,565.31	1,155,717.71
8/1/2033	894,345.19	286,502.07	1,180,847.26
8/1/2034	959,949.93	246,655.15	1,206,605.08
8/1/2035	1,029,136.19	203,870.61	1,233,006.80
8/1/2036	1,102,081.74	157,986.84	1,260,068.58
8/1/2037	1,178,972.82	108,834.10	1,287,806.92
8/1/2038	1,260,004.54	56,234.17	1,316,238.71
Total	12,034,200.00	5,464,311.73	17,498,511.73

* Master Equipment Lease Purchase Agreement for Water
Meters, Aeration Basin, and , and Grit removal Sytem.
79.7% WW and 20.3% Water

FIVE-YEAR CAPITAL IMPROVEMENT PLAN

CITY OF HITCHCOCK

FIVE YEAR CAPITAL IMPROVEMENT PLAN *

Department	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Administration										
Administration	Municipal Building	TDEM Haz. Mit. Grant Severe Weather Generators	GF/G	\$ 23,586	\$ 106,135	\$ 106,135				\$ 235,856
		Total Administration		\$ 23,586	\$ 106,135	\$ 106,135	\$ -	\$ -		\$ 235,856
Department										
	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Police										
Police	Vehicle Replacement	Vehicle Replacement Fund	GF	\$ -	\$ -	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 260,000
Police	Facility	Public Safety Facility	CO	-	500,000	4,500,000				5,000,000
Police	Gov. Capital	Police Vehicles & Equipment (Gov. Capital)	GF	52,339	52,339					104,678
		Total Police		\$ 52,339	\$ 552,339	\$ 4,565,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 5,364,678
Department										
	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Parks										
Parks	Parks Projects	Park Development & Improvements	G/D	\$ 25,000	\$ 25,000	\$ 30,000,000	\$ -	\$ -	\$ -	\$ 30,050,000
		Total Parks		\$ 25,000	\$ 25,000	\$ 30,000,000	\$ -	\$ -	\$ -	\$ 30,050,000
Department										
	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Garage										
Public Works	Equipment Purchase	8401 Critical Facility Generator TDEM HM Grant	GF/G	14,546	65,456	65,456				145,458
		Total Garage		14,546	65,456	65,456	-	-		145,458
Department										
	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
General Fund - Street & Drainage										
Public Works	Street Projects	Street & Drainage Equipment (Gov. Capital)	GF	\$ 78,227	\$ 78,227	\$ 78,227	\$ 78,227			\$ 312,908
Public Works	Street Projects	Street Maintenance	GF	440,000	100,000	100,000	100,000	100,000	100,000	940,000
Public Works	Drainage Projects	Debris Cleanup of Highland Bayou	G		582,400					582,400
Public Works	Street Projects	Street Rehab & Reconstruction	CO		5,000,000					5,000,000
Public Works	Drainage Projects	Drainage Improvement Projects	GF	200,000	100,000	100,000	100,000	100,000	100,000	700,000
		Total Street & Drainage		\$ 718,227	\$ 5,860,627	\$ 278,227	\$ 278,227	\$ 200,000		\$ 7,535,308
Department										
	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
Utility Fund - Water										
Public Works	Equipment Purchase	Equipment Replacement Loan (Gov. Capital)	UF	\$ 29,507	\$ 29,507	\$ 29,507	\$ 29,507	\$ -		\$ 118,028
Public Works	Equipment Purchase	Equipment Loan - Mini Excavator (Gov. Capital)	UF	8,741	8,741	8,741	8,741	-		34,964
Public Works	Vehicle Replacement	Vehicle & Equipment Replacement Fund	UF		50,000	50,000	50,000	50,000	50,000	250,000
Public Works	Water Project	TDA CDBG 2021-2022 Grant Water Line Repl. (219)	G		350,000					350,000
Public Works	Water Project	TDA CDBG 2023-24 Grant Water Line Repl.	UF/G	50,000	225,000	225,000				500,000
Public Works	Water Project	TDEM Haz. Mit. Grant Sev. Weather Generators	UF/G	49,084	220,880	220,880				490,844
Public Works	Water Project	Water Line Replacement	UF	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Public Works	Water Project	Highway 6 Water Line Extension to City Limits	G/SRF			890,000				890,000
Public Works	Water Project	N. MLK Water Line Extension	G/SRF			515,000				515,000
Public Works	Water Project	Gulf/Lincoln Water Line Extension	G/SRF			455,000				455,000
Public Works	Water Project	Water Line Extension - FM2004	G/SRF			800,000				800,000
Public Works	Water Project	Harborwalk Water Line Looping Extension	G/SRF			2,500,000				2,500,000
Public Works	Water Project	Blimp Base Interconnect Water Line Looping	G/SRF			530,000				530,000
Public Works	Water Project	Water Line Replacement - FM 519	G/SRF			1,000,000				1,000,000
Public Works	Water Project	Water Line Replacement - HWY6	G/SRF			225,000				225,000
Public Works	Water Project	Water Line Replacement - Delaney Road	G/SRF					700,000		700,000
Public Works	Water Project	Water Line Replacement - Matranga	G/SRF					300,000		300,000
Public Works	Water Project	Water Line Replacement - White	G/SRF						300,000	300,000
Public Works	Water Project	Water Line Replacement - 2nd St.	G/SRF						1,000,000	1,000,000
		Total Water		\$ 237,332	\$ 984,128	\$ 3,294,128	\$ 4,443,248	\$ 1,150,000	\$ 1,450,000	\$ 11,558,836

Department	Project Name	Project Description	Funding	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
Utility Fund - Sewer										
Public Works	WWTP Improvements	WWTP Imp.GLO CDBG MIT GRANT \$3,598,315:	G	\$ 3,596,315						\$ 3,596,315
Public Works	WWTP Improvements	WWTP GLO CDBG 2023 GRANT (solids handling)	G		3,879,200					3,879,200
Public Works	Sewer Improvements	American Rescue Fund Projects \$1,962,916	G	981,458	981,458					1,962,916
Public Works	Equipment Replacement	Vehicle & Equipment Replacement Fund	UF		50,000	50,000	50,000	50,000	50,000	250,000
Public Works	Equipment Purchase	F750 Truck W/Crane Lease Payment (Gov. Capital	UF	34,062	34,062	34,062	34,062			136,248
Public Works	Equipment Purchase	Equipment Replacement Loan(Gov. Capital)		29,507	29,507	29,507	29,507			118,028
Public Works	Vehicle Replacement	TDEM Haz. Mit. Grant Severe Weather Generators	UF/G	160,080	720,358	720,358				1,600,796
Public Works	I&I Smoke Testing	Smoke Testing and I&I Repairs	UF	230,000	150,000					380,000
Public Works	I&I Smoke Testing	I&I Sewer Repairs	UF	115,000						115,000
Public Works	Sewer Improvements	Sanitary Sewer Improvements	UF	100,000	200,000	200,000	200,000			700,000
Public Works	WWTP Manhole Rehab	Manhole Restoration	UF/G/SRF	125,000	200,000	200,000	200,000	200,000		925,000
		Total Wastewater		\$ 5,371,422	\$ 6,244,585	\$ 1,233,927	\$ 513,569	\$ 250,000	\$ 50,000	\$ 13,663,503

Grand Total \$ 6,442,452 \$ 13,838,270 \$ 39,542,873 \$ 5,300,044 \$ 1,665,000 \$ 1,565,000 \$ 68,553,639

Funding key: General Fund (GF); G.O. Bonds (GO); Impact Fees (IF); Certificates of Obligation (CO); Grants (G), State Revolving Fund (SRF); Utility Fund (UF); Lease Purchase (LP); (D) Donations
 * AMOUNTS SHOWN ARE ESTIMATED COSTS

Year	Make/Model		Type	Mileage/Hrs	Dept	2024	2025	2026	2027	2028	Replacement Value	Condition
GENERAL FUND												
1997	FORD	F450 Truck #275 (Asphalt Spayer)	VEHICLE	91,273	STREET	X					50,000	Fair
2012	FORD	F250 4 Dr Truck #227 (8475) #26	VEHICLE	77,174	STREET						35,000	Good
2012	FORD	F150 4X4 Truck #238 #1	VEHICLE	104,950	STREET						28,000	Good
2017	CHEVY	Silverado 1500 (6053) #30	VEHICLE	42,439	STREET						50,000	Good
2017	FORD	F150 1/2 T Crew Cab 05-7765 #11	VEHICLE	31,876	BUILD/FIRE							Good
2018	FORD	F350 #614 (3614) #31	VEHICLE	9,736	STREET							
2021	FORD	F350 Single Cab #388 (0388)	VEHICLE	12,356	GARAGE							
2021	FORD	Bronco Sport (6445)	VEHICLE	23,859	INSPECT						30,000	New
2022	GMC	Canyon PU	VEHICLE	8,907	CODE						45,000	Good
2021	FORD	F750 (8458)	VEHICLE	8,503	STREET							
	KOHLER #322	Emergency Generator (Diesel)	EQUIPMENT	205 HRS	POLICE						90,000	Good
2012	CHEVY	Caprice 8618	VEHICLE			X						Poor
2012	CHEVY	Tahoe #161	VEHICLE	134,948	POLICE						40,000	Poor
2012	CHEVY	Tahoe #005	VEHICLE	176,563	POLICE						40,000	Poor
2012	CHEVY	Tahoe #239	VEHICLE	149,341	POLICE						40,000	Poor
2017	FORD	Explorer #594	VEHICLE	89,437	POLICE						44,000	Good
2016	CHEVY	Tahoe #039	VEHICLE	133,086	POLICE						40,000	Good
2020	CHEVY #984	Tahoe #103	VEHICLE	76,789	POLICE						55,000	Good
2020	CHEVY # 925	Tahoe #102	VEHICLE	99,595	POLICE						55,000	Good
2021	CHEVY #187	Tahoe #101	VEHICLE	104,159	POLICE						55,000	Good
2021	FORD	F150 Crew Cab #1907	VEHICLE	41,707	POLICE							Good
2022	CHEVY	Tahoe #5185	VEHICLE	59,814	POLICE							New
2014	HUMMER	HUMVEE (60719)	VEHICLE	24,637	POLICE							
2015	HUMMER	HUMVEE (51793)	VEHICLE	20,390	POLICE							
2022	CHEVY	Tahoe 4x2 Unit # 25RC 67	LEASE	22,677	POLICE							LEASE
2022	CHEVY	Tahoe 4x2 Unit #25RCBW	LEASE	23,058	POLICE							LEASE
Year	Make/Model		Type	Mileage/Hrs	Dept	2024	2025	2026	2027	2028	Replacement Value	Condition
UTILITY FUND												
2010	FORD	F150 Water #430	VEHICLE	135,549	WATER						50,000	Good
2010	FORD	F150 4x4 Truck Water #447	VEHICLE	103,528	WATER	X					50,000	Poor
2011	FORD	F150 WASTE Water #423	VEHICLE	123,711	WATER	X					50,000	Fair
2012	FORD	F150 V8 Ext. Cab Water #428	VEHICLE	140,756	WATER	X					50,000	Fair
2012	FORD	F150 V8 Ext. Cab Water #429	VEHICLE	130,890	WATER						50,000	Good
2017	CHEVY	Silverado 1500	VEHICLE	78,334	WATER						50,000	Good
2013	FORD	F150 V6 Ext. Cab WW #405	VEHICLE	103,272	SEWER	X					50,000	Poor
2017	CHEVY	Silverado 1500 WW #455	VEHICLE	57,044	SEWER						50,000	Good
2017	CHEVY	Silverado 1500 Water #873	VEHICLE	67,154	WATER						50,000	Good
2021	FORD	F350 Single Cab WW #389	VEHICLE	7,827	SEWER						56,000	Good
2021	DODGE	Ram 5500 #3002 (1300)	VEHICLE	14,215	SEWER						156,945	Good
2023	DODGE	Ram PU 1500 # 3746	VEHICLE	3,299	WATER						65,000	New

Year	Make/Model	Type	Mileage/Hrs	Dept	2024	2025	2026	2027	2028	Replacement Value	Condition
GENERAL FUND											
2000	DYNAPAC	Case Steel Wheel Roller #103	EQUIPMENT	1770 HRS	STREET					90,000	Fair
2004	GRADALL	XL410 GRADALL #112	EQUIPMENT	63,925	STREET					350,000	Good
2006	GMC	GMC Dump Truck #216 (0237)	VEHICLE	58,456	STREET					104,000	Fair
2007	GRADALL	XL31000 #107	EQUIPMENT	14,570	STREET					208,000	Poor
2008	CAMPION	Boat	BOAT		POLICE						Good
2009	ETNYRE #101	1000 Gal. Asphalt Distributor	EQUIPMENT	1,427 HRS	STREET					62,000	Good
2011	TRU-PAC	915 Rubber Tire Roller #178	EQUIPMENT	1,105 HRS	STREET					80,000	Good
2012	JOHN DEERE	MX6 Mower #113	ATTACH		STREET					5,000	Good
2012	JOHN DEERE	5100M Tractor #173	TRACTOR	3,056 HRS	STREET					60,000	Fair
2013	AMERICAN	Flatbed Trailer #023	EQUIPMENT		STREET					8,000	Fair
2014	KAWASAKI	Mule 610 4x4 #283	EQUIPMENT	760 HRS	STREET					15,000	Good
2015	TERRAIN KING	KB 2200 18" Slope Mow #104	EQUIPMENT		STREET					20,000	Good
2015	KUBOTA	M108 Tractor #118 77608	EQUIPMENT	3,480 HRS	STREET					70,000	New
2017	KUBOTA	Zero Turn Mower Zd1021 11758	EQUIPMENT	526 HRS	STREET						
2018	BIG TEX	Flat Bed Trailer 97250	TRAILER		GARAGE						
2020	PJ	Dump Trailer 619020	TRAILER		STREET					4,137	
2020	Case	Case TV450 Skid Steer 88582	EQUIPMENT	402 HRS	STREET					125,182	
2020	Case	Case 1243 Grader 836 C 0304 20	EQUIPMENT	206 HRS	STREET					185,238	
2020	Kubota	Tractor F7060 A7258	EQUIPMENT	406 HRS	STREET					45,766	
2020	PALADIN	Agger Attachment	ATTACH		STREET						
2020	PALADIN	Sweeper Attachment	ATTACH		STREET						
2020	PALADIN	Grapple Attachment	ATTACH		STREET						
2020	PALADIN	Dozer Blade Attachment	ATTACH		STREET						
2020	PALADIN	Mulcher Attachment	ATTACH								
2021	FORD #458	F-750 8 yd Dump Truck	EQUIPMENT		STREET					96,770	
2021	BAD BOY	Rogue Mower 137VA	EQUIPMENT	52 HRS	STREET					13,749	
2021	BAD BOY	Renegade Mower 247PK	EQUIPMENT	56 HRS	STREET					14,568	
2021	NEW HOLLAND	TS6 Cab Tractor 4x4 789M 9935	EQUIPMENT	156 HRS	STREET					59,925	
	Samurai	Boom/Slope Mower	ATTACH		STREET					55,988	
2020	PJ	Landscape Trailer			STREET						Good
UTILITY FUND											
	JOHN DEERE	Lawn Tractor #503	TRACTORS	645 HRS	SHOP					10,000	Fair
	CASE	Backhoe 580L WW #417	EQUIPMENT	2,258 HRS	SEWER					80,000	Poor
	KOHLER	WW Generator (Diesel) #418	EQUIPMENT	208 HRS	SEWER					90,000	Good
	DETROIT #419	Water Generator (Diesel)	EQUIPMENT	390 HRS	WATER					90,000	Fair
	CUMMINGS	Emergency Generator(Diesel)	EQUIPMENT		WATER					70,000	Good
	CAPEPILLAR	Generator on trailer #511	EQUIPMENT	3,642 HRS	W/WW					92,000	Good
2012	CASE #589	Extendahoe 580N Water	EQUIPMENT	2,868 HRS	STREET					80,000	Good
2020	PIPE HUNTER	Tandem Axel Jet Trailer & Truck	EQUIPMENT	125 HRS	SEWER					121,202	
2020	PIPE HUNTER	Vacuum Trailer & Truck	EQUIPMENT	68 HRS	SEWER					129,935	
2020	PJ	Trailer 19020	TRAILER		WATER						
2021	CASE	Mini Excavator Cx37C 003718	EQUIPMENT	116 HRS	WATER						
2021	CASE	Backhoe 580 Super N 772286	EQUIPMENT	286 HRS	WATER						
2009	PIPE HUNTER	Jetter Trailer	EQUIPMENT	925 HRS	GARAGE						Good
2023	DODGE	Ram PU 1500 # 3747	VEHICLE	1012	W/WW					55,000	New
2023	CHEVY	Silverado PU 1500 # 7845	VEHICLE	4607	PW					55,000	New

PAY PLAN

CITY OF HITCHCOCK – FY2024 PROPOSED PAY PLAN

FY2024 PROPOSED Annual Operating & Capital Budget

Full Time Employees

Range	FLSA	Job Classification	Minimum	Midpoint	Maximum
101	NE	Meter Reader	16.50	19.39	22.28
	NE	Streets & Drainage Maint. Worker	34,320.00	40,331.20	46,342.40
	NE	Utility Worker Appentice			
102	NE	Customer Service Representative	17.82	20.94	24.06
	NE	Finance Clerk	37,065.60	43,555.20	50,044.80
	NE	Utility Worker I			
103	NE	Administrative Assistant	19.07	22.41	25.74
	NE	Deputy Court Clerk	39,665.60	46,612.80	53,539.20
	NE	Permit Clerk			
	NE	Utility Billing Specialist			
	NE	Utility Worker II			
104	NE	Account Technician	20.98	24.65	28.32
	NE	Equipment Operator	43,638.40	51,272.00	58,905.60
	NE	Mechanic			
	NE	Utility Mechanic			
	NE	Utility Worker III			
	NE	WWTP Operator I			
105	E	Accounting Manager	24.05	28.26	32.47
	NE	Code Compliance Officer	50,024.00	58,780.80	67,537.60
	NE	Community Development Specialist			
	NE	Court Clerk			
	NE	Crew Chief			
	NE	Police Officer*			
	NE	Warrant Officer*			
	NE	Water Plant Operator			
	NE	WWTP Operator II			
106	NE	Environmental Compliance Officer	25.97	30.52	35.06
	NE	Police Sergeant**	54,017.00	63,481.60	72,924.80
	E	Street & Drainage Superintendent			
107	NE	Building Inspector	28.05	32.96	37.87
	E	Police Lieutenant	58,344.00	68,556.80	78,769.60
108	E	Building Official/Fire Marshal	30.86	36.26	41.66
	E	City Secretary	64,188.80	75,420.80	86,652.80
	E	Police Captain			
	E	Water Superintendent			
	E	Wastewater Superintendent			

CITY OF HITCHCOCK – FY2024 PROPOSED PAY PLAN

FY2024 PROPOSED Annual Operating & Capital Budget

Full Time Employees (Cont.)

Range	FLSA	Job Classification	Minimum	Midpoint	Maximum
109	E	Community Development Director	33.33	40.00	46.66
	E	Economic Development Director	69,326.40	83,200.00	97,052.80
	E	Public Works Operations Manager			
110	E	Police Chief	39.99	47.99	55.99
			83,179.20	99,819.20	116,459.20
111	E	Finance Director	43.99	52.79	61.59
			91,499.20	109,803.20	128,107.20
112	E	Public Works Director	48.39	58.07	67.75
			100,651.20	120,785.60	140,920.00

NE: Non-Exempt

E: Exempt

* 1. Police Officer applicants hired without a Basic Police Certification are paid \$22.90/hr., \$47,632 (5%) below the minimum of the range and are moved to the minimum once the basic Certification is obtained, and

2. Police Officer applicants who pass an established physical agility, written exam, psychological, and background process are hired at \$26.00/hr.

**Police Sergeant applicants who pass an established physical agility, written Sergeant's exam, psychological, and background process are promoted or hired at \$28.08/hr.

COMPREHENSIVE FEE SCHEDULE

PENDING

PENDING

CITY OF HITCHCOCK – FY2024 PROPOSED FEE SCHEDULE

FY2024 PROPOSED Fee Schedule

Proposed Fee Schedule – Community Development (Continued)

PENDING

CITY OF HITCHCOCK – FY2024 PROPOSED FEE SCHEDULE

FY2024 PROPOSED Fee Schedule

Proposed Fee Schedule – Community Development (Continued)

PENDING

CITY OF HITCHCOCK – FY2024 PROPOSED FEE SCHEDULE

FY2024 PROPOSED Fee Schedule

Proposed Fee Schedule – Community Development (Continued)

PENDING

CITY OF HITCHCOCK – FY2024 PROPOSED FEE SCHEDULE

FY2024 PROPOSED Fee Schedule

Proposed Fee Schedule – Community Development (Continued)

PENDING

CITY OF HITCHCOCK – FY2024 PROPOSED FEE SCHEDULE

FY2024 PROPOSED Fee Schedule

Proposed Fee Schedule – Community Development (Continued)

PENDING

CITY OF HITCHCOCK – FY2024 PROPOSED FEE SCHEDULE

FY2024 PROPOSED Fee Schedule

Proposed Fee Schedule – Community Development (Continued)

PENDING

CITY OF HITCHCOCK – FY2024 PROPOSED FEE SCHEDULE

FY2024 PROPOSED Fee Schedule

Proposed Fee Schedule – Community Development (Continued)

PENDING

CITY OF HITCHCOCK – FY2024 PROPOSED FEE SCHEDULE

FY2024 PROPOSED Fee Schedule

Proposed Fee Schedule – Street Department

PENDING

PENDING

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PENDING

Glossary

Glossary

The budget contains specialized and technical terminology that is unique to public finance and budgeting.

Accounting Basis: The basis of accounting under which transactions are recognized and reported. The City employs the modified accrual basis of accounting. This means that revenues are recognized in the accounting period in which they become available and measurable, and expenditures are recognized in the accounting period in which the fund liability is incurred.

Ad Valorem Tax: The tax is based “according to value” of property and is used as the source of revenue to pay general obligation debt and to support the General Fund.

Assessed Valuation: A value that is established for real and personal property for use as a basis for levying property taxes. The assessed valuation represents the appraised valuation less any exemptions. Property values are established by the Medina Appraisal District.

Balanced Budget: A budget in which planned expenditures can be met by current income from taxation and other government receipts.

Bond: A debt instrument embodying a written promise to pay a specified sum of money, the face value or principal, at a specific date or dates in the future (maturity date) together with periodic interest at a specified rate. Bonds are typically used for long-term debt to pay for specific capital expenditures, such as buildings, streets, or utility expansion/repair.

Budget: A budget is a plan of financial operation embodying an estimate of Proposed expenditures and the means of financing them for a single fiscal year.

Budget Adjustments: A legal procedure utilized during the fiscal year by the City staff and City Council to revise a budget appropriation. City staff has the prerogative to adjust expenditures within a department budget.

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial program to the City Council. The PROPOSED budget document presents the authorization made by the City Council for City Officials to obligate and expend resources.

Budget Ordinance: The official enactment by the City Council that establishes legal authority for the City Officials to obligate and expend resources.

Budgetary Control: The control of management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Outlay: The portion of the annual operating budget that appropriates funds for the purpose of capital equipment needs. The Capital Outlay Budget includes funds for capital equipment purchases such as vehicles, furniture, machinery, building improvements, computers, and special tools, which are usually distinguished from operating items according to their value and projected useful life. The City's current capitalization policy requires expenditures to be at least \$5,000 with the asset having a useful life in excess of two (2) years.

Capital Improvement Program (CIP): A plan for capital expenditures to be incurred each year over a period of five future years setting forth each capital project, scope of work, the amount to be expended in each year and the method of financing those expenditures, to provide long-lasting physical improvements.

Chart of Accounts: A chart detailing the system of general ledger accounts.

City Manager: The individual appointed by the City Council who is responsible for the efficient administration of the affairs of the City and the City government.

Commodities: Items of expenditures which, after use, are consumed or show a material change in their physical condition, and which, are generally of limited value and are characterized by rapid depreciation. Office supplies and motor fuel are examples of commodities.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services: Goods and services acquired under contract the City receives from an internal service fund or an outside company. Professional services, utilities, rentals, and insurance are examples of contractual services,

Cost of Living Adjustment (COLA): An adjustment to salary to compensate for increases in the cost of a certain standard of living.

Current Taxes: Taxes that are levied and due within one year.

Debt Service Fund: Accounts for the accumulation of ad valorem taxes collected for the purpose of paying principal and interest on long term debt, certificates of obligation and short-term contractual obligation certificates.

Debt Service: The City's obligation to pay the principal and interest of all outstanding debt instruments according to a predetermined payment schedule.

Debt Services Reserve: The debt service reserve is the fund, which may be used to pay debt service of revenue bonds if the sources of the pledged revenues do not generate sufficient funds to satisfy the debt service requirements. The reserve fund is either funded in whole or in part from the proceeds of the bonds or is allowed to gradually accumulate over a period of years through required payments from the pledged revenues. If the reserve fund is used in whole or in part to pay debt service, the issuer is required to replenish the reserve fund from the first available funds or revenues. A typical reserve requirement might be the maximum annual debt service requirement for any year remaining until the bonds reach maturity.

Deficit: A deficit is the excess of expenditures over revenues during a single accounting period.

Delinquent Taxes: Taxes remaining unpaid on and after the date on which a penalty for non-payment is imposed.

Department: A major administrative division of the City that indicates overall management responsibility for an operation or a group of related operations within a functional area.

Disbursement: Payment for goods and services in cash or by check.

Effective Tax Rate: That tax rate which will generate the same amount of tax revenue next year from the properties on this year's tax rolls.

Encumbrance: Obligation in the form of a purchase order, contract, or salary commitment which is chargeable to appropriations and for which a part of the appropriation is reserved. When paid, the encumbrance is liquidated.

Enterprise Fund: A government accounting fund used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is to recover the cost of providing goods through user fees. Rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures.

Estimate: The estimated actual expenditures and revenues for the fiscal year prior to the budget fiscal year.

Estimated Revenues: The amount of projected revenue to be collected during the fiscal year. It may be also defined to finance the Proposed projected expenditures.

Expenditure: Decrease in the use of net financial resources for the purpose of acquiring and providing goods and services.

Expenditure Group: A grouping of similar expenditures used to exercise budgetary control. For example, the Personnel Services expenditure group includes salaries, Social Security, Medicare, retirement, group health insurance, group life insurance, and workers compensation.

Expenses: Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services, or carrying out other activities that constitute the entity's ongoing major or central operations.

Fiscal Year: The 12-month time period designated by the City signifying the beginning and ending period for recording financial transactions. The City's fiscal year is October 1st to September 30th.

Five Year Financial Forecast: Financial planning document that is prepared on an annual basis to provide a current and long-range assessment of financial conditions and costs of City service delivery plans. The Forecast serves as the first step in the development of the City's Annual Budget. The primary objective of the Forecast is to provide the City Council with an "early warning system" to identify significant issues that need to be addressed in the subsequent budget process.

Fixed Asset: Assets of a long-term nature that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Full Time-Equivalent (FTE): Full time, authorized positions, filled or vacant, that equal to 2,080 hours of work annually.

Full Faith and Credit: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial sources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations.

Fund Balance: The difference between a fund's assets and liabilities.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards of and guidelines to financial accounting and reporting.

General Fund: The General Fund accounts for all financial resources of the government except for those required to be accounted for in another fund. General Fund revenues include property taxes, licenses and permits, service charges, and other types of revenue. The fund includes the basic operating services such as police, finance, community development, parks, garage, streets and drainage, public works and general administration.

General Ledger: A listing of the various accounts necessary to reflect the financial position and results of operation of government.

Grant: A contribution by one government unit or funding source to another unit. The contribution is usually made to aid in a part of a specific function but is sometimes also for general purposes.

Gross Ending Balance: Represents the amount of funding remaining after total appropriations have been subtracted from the total available balance.

Home Rule City: Cities which have over 5,000 in population and have adopted a home rule charter.

Interfund Transfers: Amounts transferred from one fund to another.

Mandate: Is defines as changes to the current level of services which will required to comply with Federal, State, and Local laws/Ordinances; a contractual obligation, or the operation and maintenance requirement for a completed capital improvement.

Mixed Beverage Tax: A tax imposed on the gross receipts of a licensee for the sale, preparation, or serving of mixed drinks.

Modified Accrual Accounting: A basis of accounting in which revenues should be recognized in the accounting period in which they become available and measurable, and expenditures are recorded in the period that they are incurred.

No-New-Revenue Tax Rate: This tax rate enables the public to evaluate the relationship between taxes from the prior year and the current year, based on a tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years.

Non-Recurring Revenue: Revenue recognized by the City that are unique and occur one time or without pattern.

Operating Budget: The portion of the budget that pertains to daily operations that provide basic services for the fiscal year. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the proposed means of financing them.

Operating Expense: Operating expense are proprietary fund expenses that directly relate to the fund's primary service activities.

Operating Fund: Resources derived from recurring revenue sources used to finance the general fund, enterprise funds, and pay-as-you-go capital improvement projects.

Ordinance: A formal legislative enactment by City Council.

Personal Services: All cost related to compensating employees of the City including employee benefit costs such as City contribution for retirement, social security, and health and life insurance.

Program Improvement: A program improvement is the addition of new equipment, personnel or other expenditures aimed at improving the level of service or expanding services.

Property Tax Rate: The property tax rate consists of two elements. The first is the maintenance and operation rate. Revenues received from this element are deposited in the General Fund and can be used for any public purpose. The maintenance and operation rate is subject to the provisions of state statute. The second element is the debt service rate. The rate is set based on the City's debt service requirements. Funds received from this rate are deposited in the Debt Service Fund and are used solely to pay the principal and interest on present and projected debt.

Proprietary Fund: Also referred to as Enterprise Fund. A governmental accounting fund in which services are provided, such as water and sewer services, are financed and operated similarly to those in a private business. The intent is that the cost of providing these services be recovered through user charges.

Resources: Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

Revenue Estimate: An estimate of how much revenue will be earned from a specific revenue source for some future specific period; typically, a future fiscal year.

Shortfall: The excess of expenditures over revenues during a single accounting period.

Special Revenue Fund: A fund used to account for revenues and expenditures that have been earmarked for special activities.

Surplus: A surplus is the amount by which revenues exceed outlays.

Tax Base: The total net taxable value after exemptions of all real and personal property in the city.

Tax Levy: The total amount of funds to be raised by general property taxes for operating and debt service purposes specified in the Annual Tax Ordinance.

Tax Role: The official list showing the amount of taxes levied against each taxpayer or property.

Tax Rate: The amount of tax levied for each \$100 of assessed valuation.

Tax Rate Limit: The maximum legal property tax rate at which a municipality may levy a tax

Unencumbered Balance: The amount of an appropriation that is not expended or encumbered.

Voter-Approval Tax Rate: Tax rate that is calculated at the maximum rate allowed by law without voter approval